USER GUIDE (DCP & EDUCATION TRAINERS)

Focal Point

April 2012

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1.0 Introduction

This user guide provides Doping Control Personnel (DCPs) & Education Trainers with the knowledge required to use Focal Point.

Focal Point is a web based application which has been specifically configured for use by DCPs and Trainers to:

- Make claims for Missions undertaken (Time & Expense Form)
- Register their Availability (Absence)
- View Missions which have been allocated to them (Scheduling)
- Make claims for Education Sessions undertaken

The system captures doping control stages from the allocation of Missions in ADAMS through to payment of Fees and expenses. Facilities of the system include:

- Direct entry of claims with no need to upload spreadsheets
- Clear break down of Fees, Holiday value and Expense
- Instant calculation of totals
- Ability to choose which completed Mission to submit for payment
- Ability to print or save each claim
- Ability to log availability and view schedules

This user guide explains how to make claims for Fees and Expense

Alerts prompt DCPs and Trainers of what stage a claim is during processing for payment. Any claim that needs further clarification is routed back to the originator for re-submission along with explanatory notes if required.

The system can be logged on from anywhere with internet connection using your log in name and secure password. The web address for logging onto the system is:

https://finance.ukad.org.uk:8020/FocalPoint/Logon/Logon.aspx?ReturnUrl=%2fFocalPoint%2fDefault.aspx

1.1 System Requirement

Focal Point operates on:

- Internet Explorer Version 8
- Firefox

The system currently does not operate on:

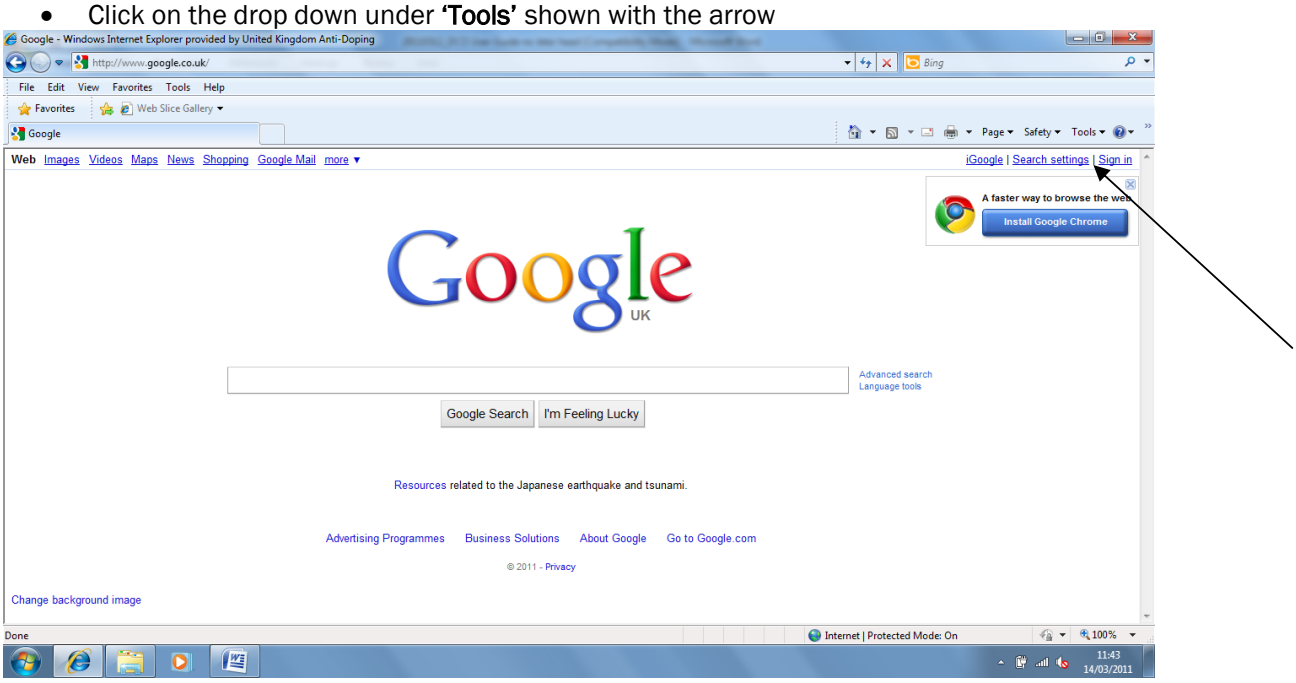
- Safari
- Chrome

1.2 Trouble Shooting

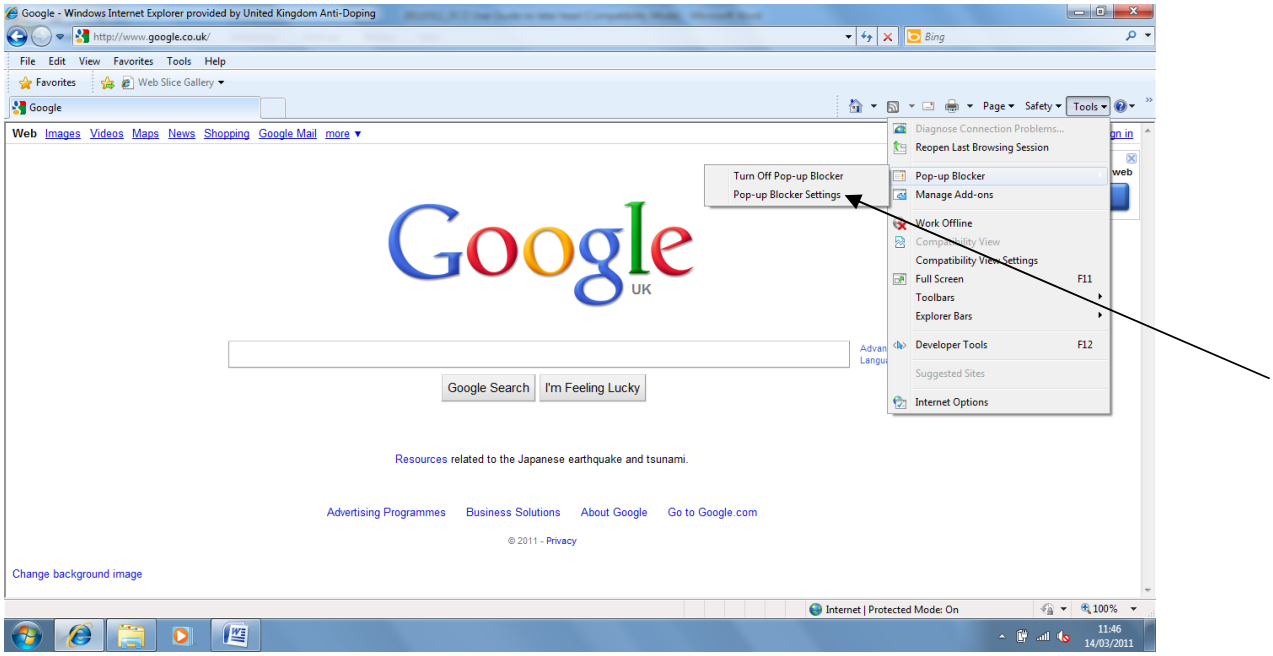
✓ **Pop up Blockers**

Depending on your computer settings, your pop up blocker may block the Focal Point browser from opening. To allow access to Focal Point follow the steps below:

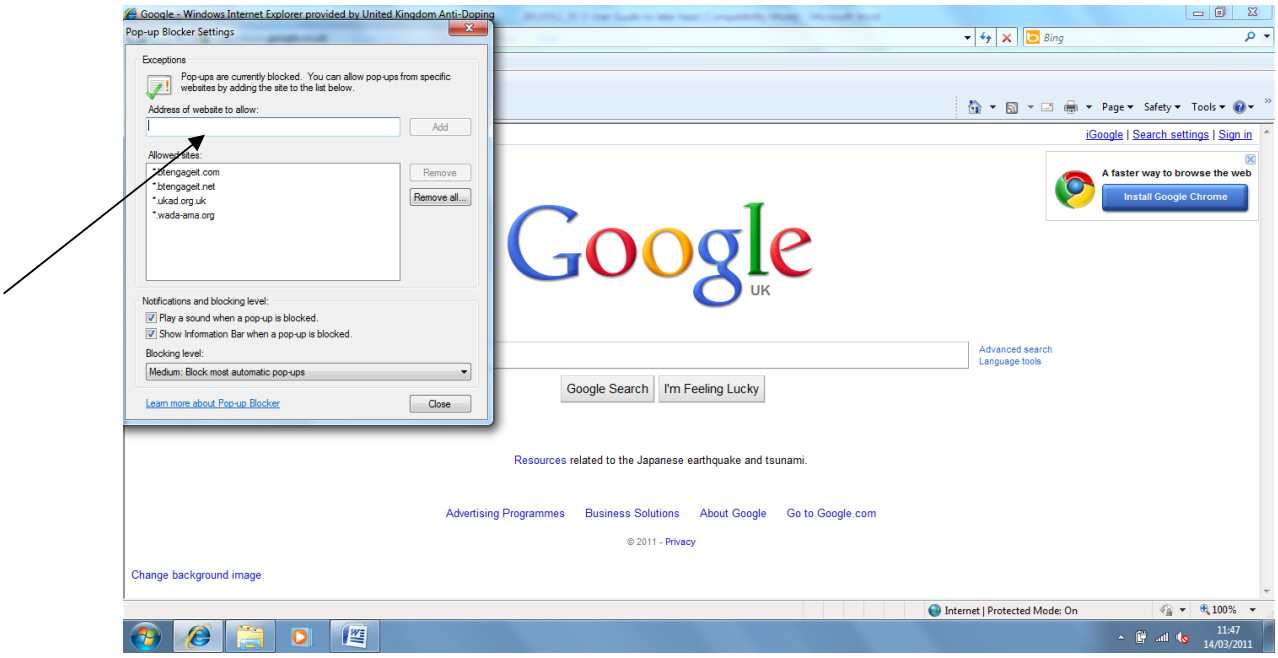
- Close the message box that comes up
- Copy the Focal Point web address you entered; from the web address box
- Click on the drop down under **'Tools'** shown with the arrow



- Move your curser down to **'Pop up Blocker'** See arrow below;


Google - Windows Internet Explorer provided by United Kingdom Anti-Doping
Turn Off Pop-up Blocker
Pop-up Blocker Settings
Google Search
I'm Feeling Lucky

- Click on Pop up Blocker Settings: This opens up the window below.
- Copy the Focal Point web address and past into the address box shown with arrow below.



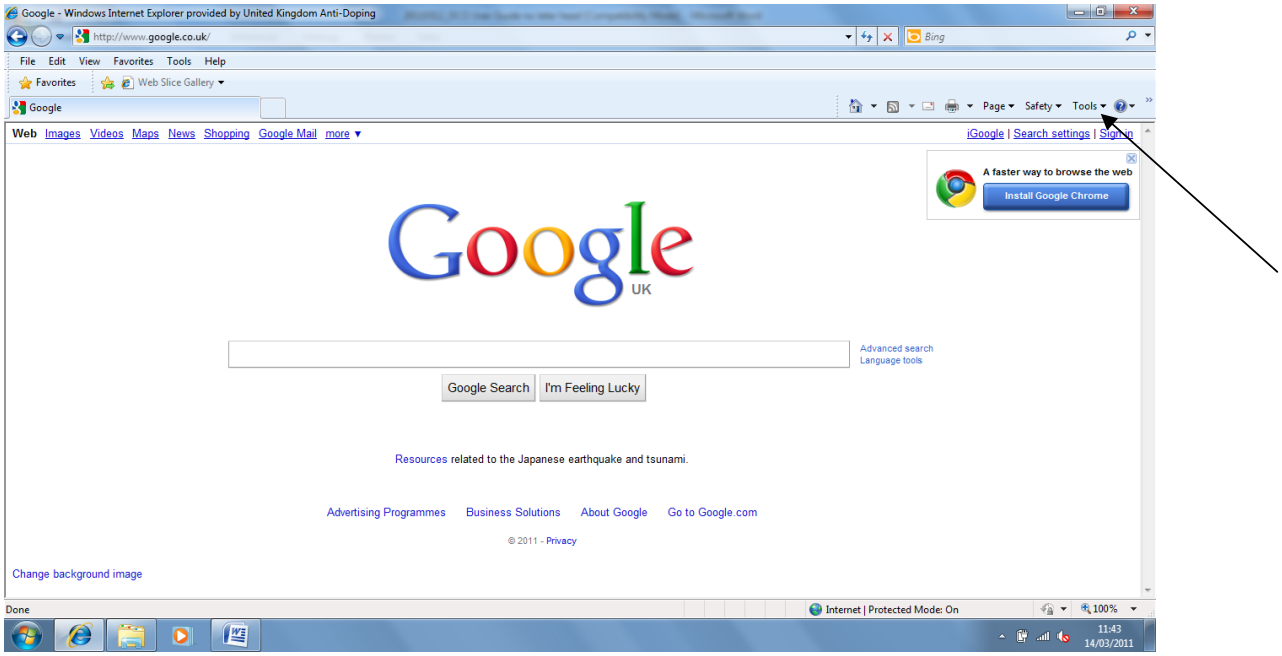
Click on **'Close'** to finish.

Re-open Internet Explorer and navigate to the Focal Point site again.

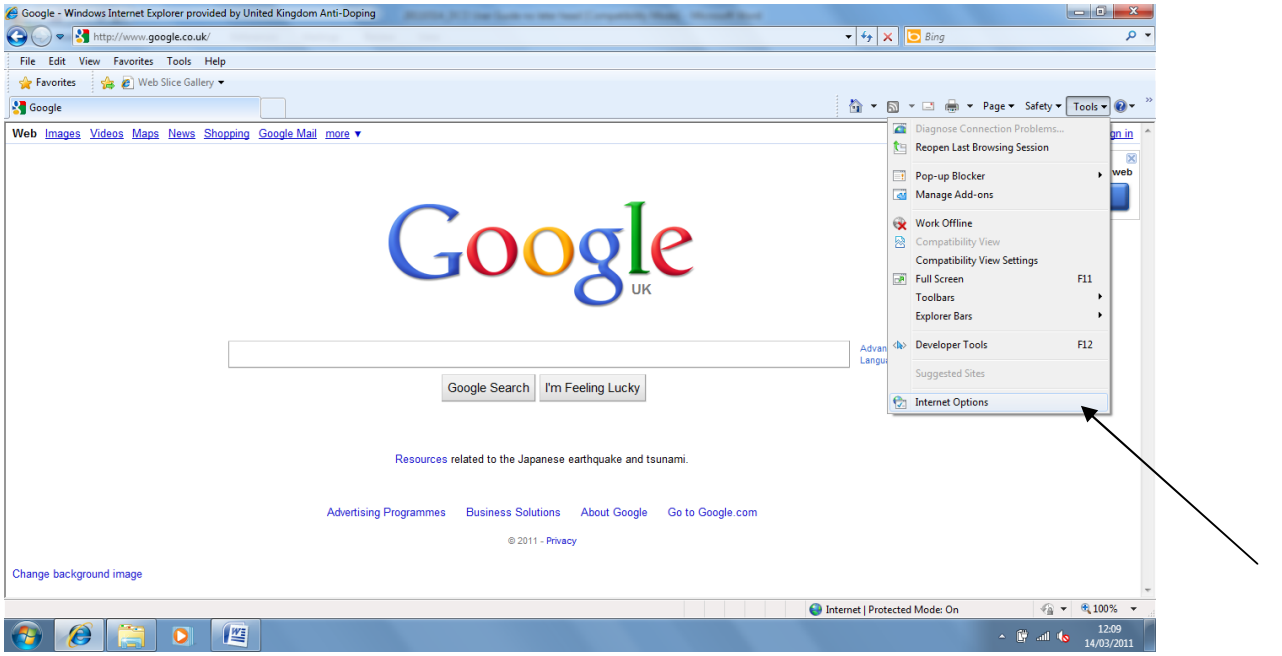
✓ Trusted Sites message

Your internet settings may also not recognise **'Focal Point'** website as a trusted site and might block it. Where this happens, follow the steps below to add the website to your list of trusted sites.

- Close the message box that comes up
- Copy the Focal Point web address you entered; from the web address box
- Click on the drop down under '**Tools'** shown with the arrow below;

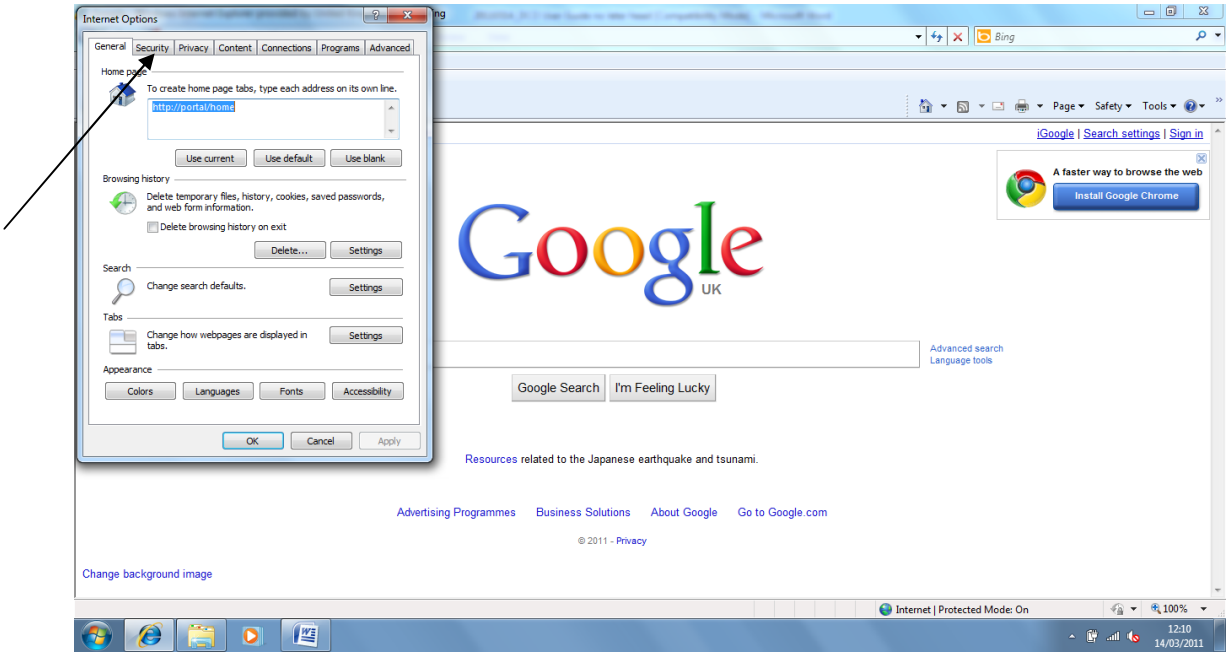


- Move your curser down to **'Internet Options'** See arrow below;

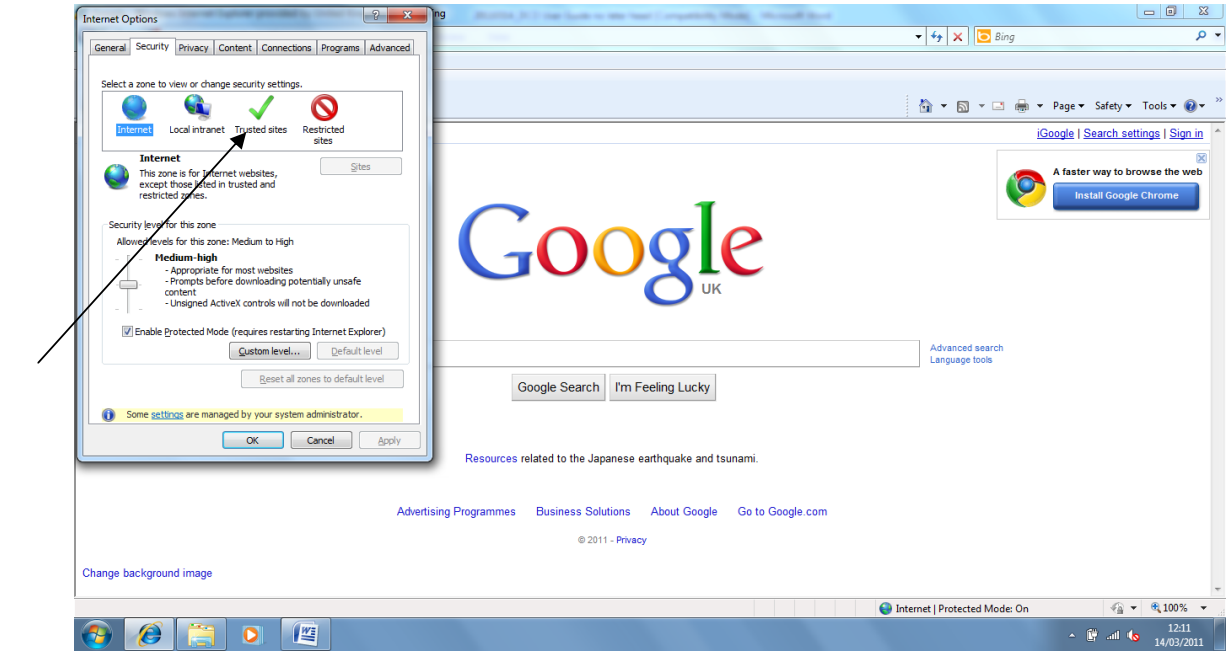


That will open the window below,

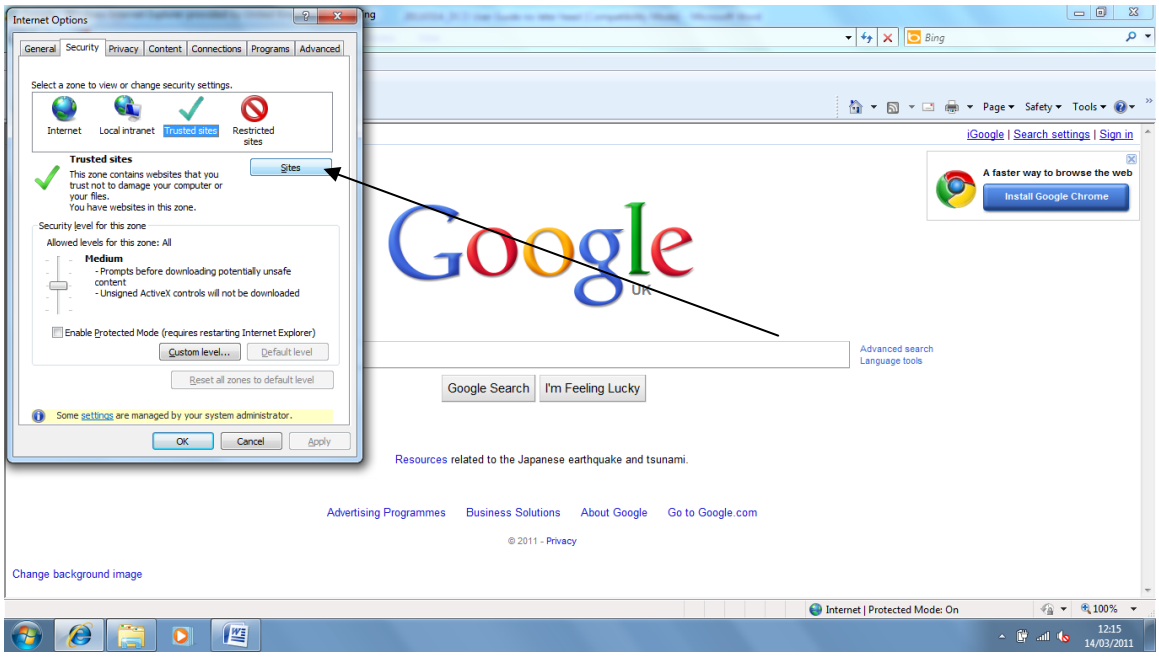
Click on the **'Security Tab'** See arrow below:



Click on **'Trusted Site'** 'Big Green Tick' See arrow below. This will activate the 'Trusted Site' button.



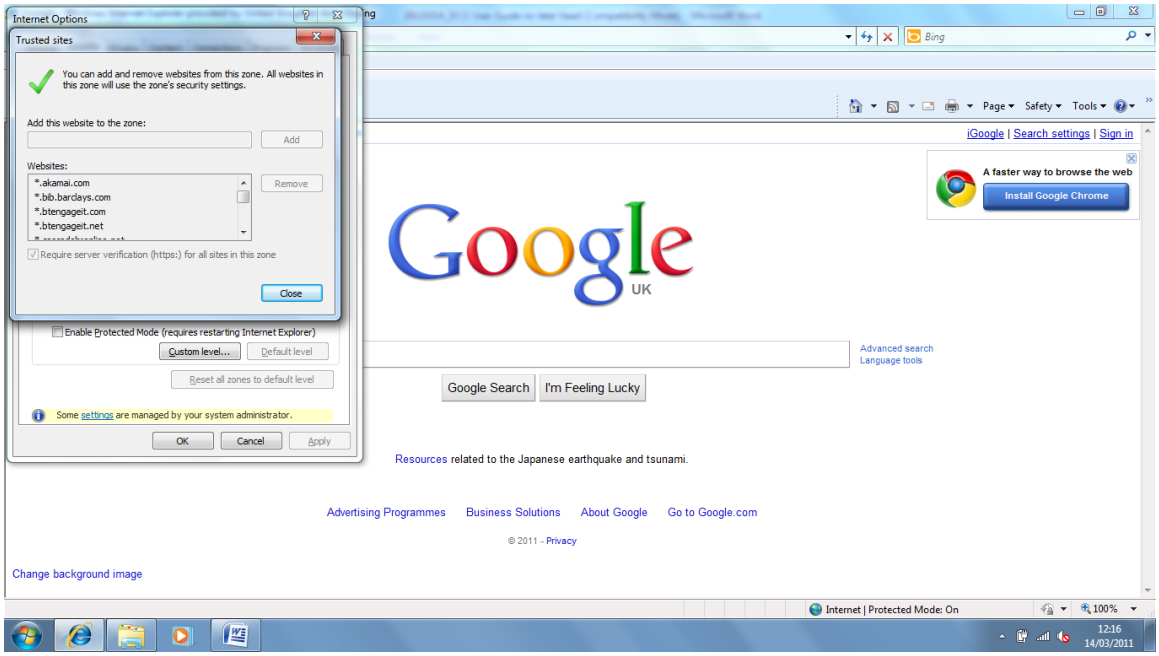
Click on '**Site**' See arrow below:



This opens up the web address field.

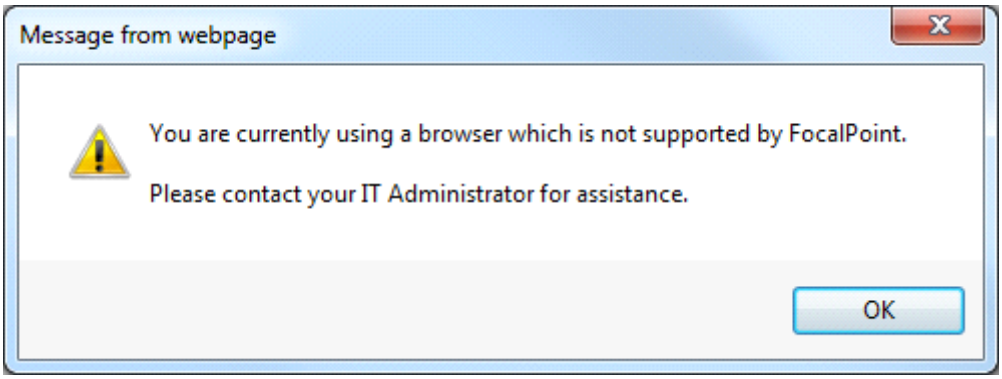
- Paste the 'Focal Point' web address into this field.
- Click on '**Close**' to save the address to your trusted sites.

Re-open Internet Explorer and navigate to the Focal Point site again.

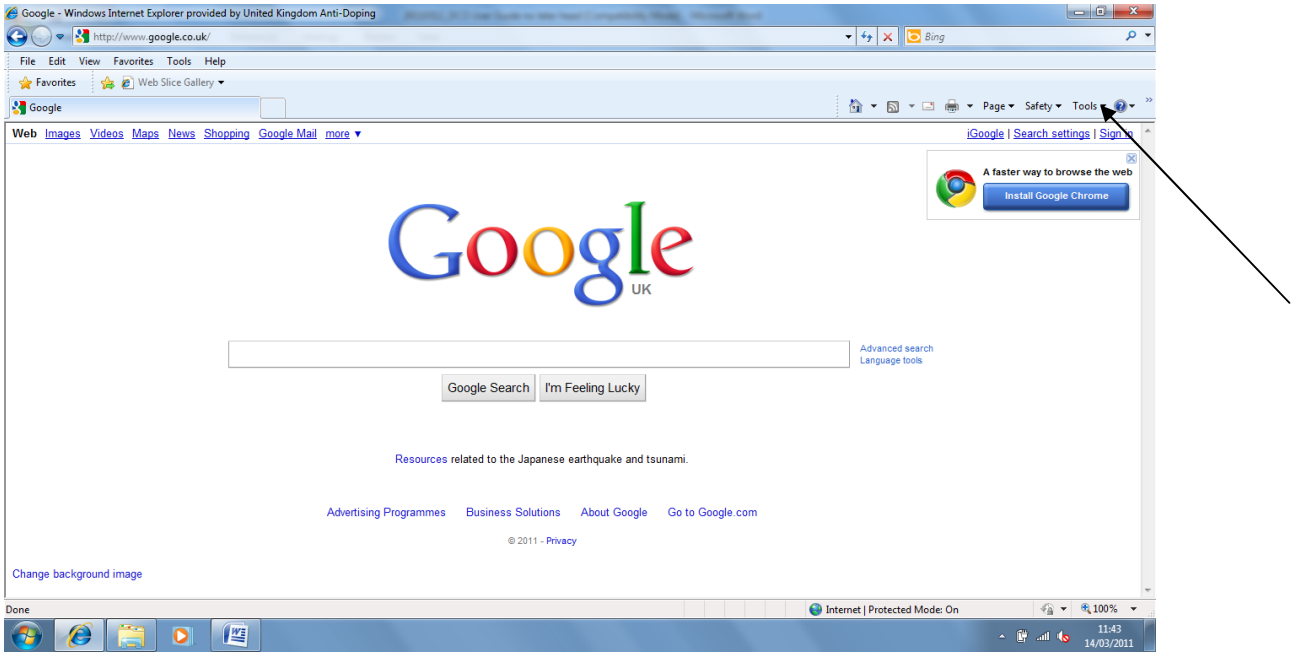


✓ **Browser not supported by 'Focal Point' error**

Where you receive this error message follow the steps shown below:

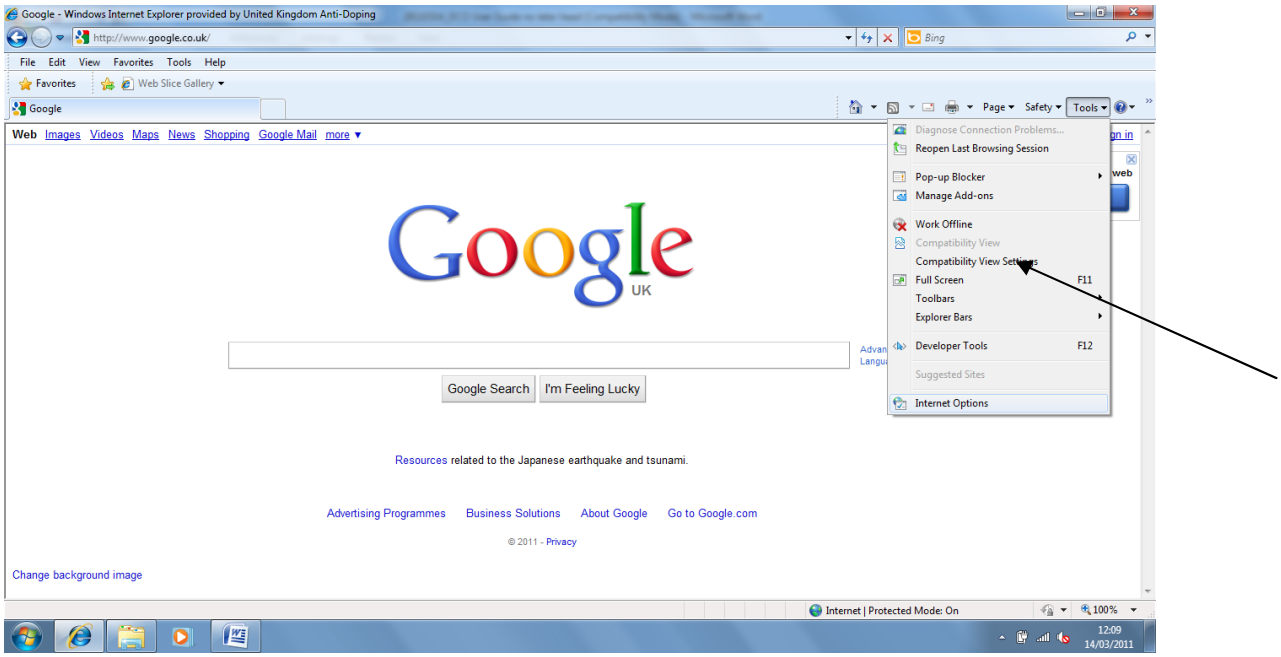

Message from webpage
You are currently using a browser which is not supported by FocalPoint.
Please contact your IT Administrator for assistance.
OK

- Close the message box
- Copy the Focal Point web address you entered from the web address box
- Click on the drop down under **'Tools'** shown with the arrow



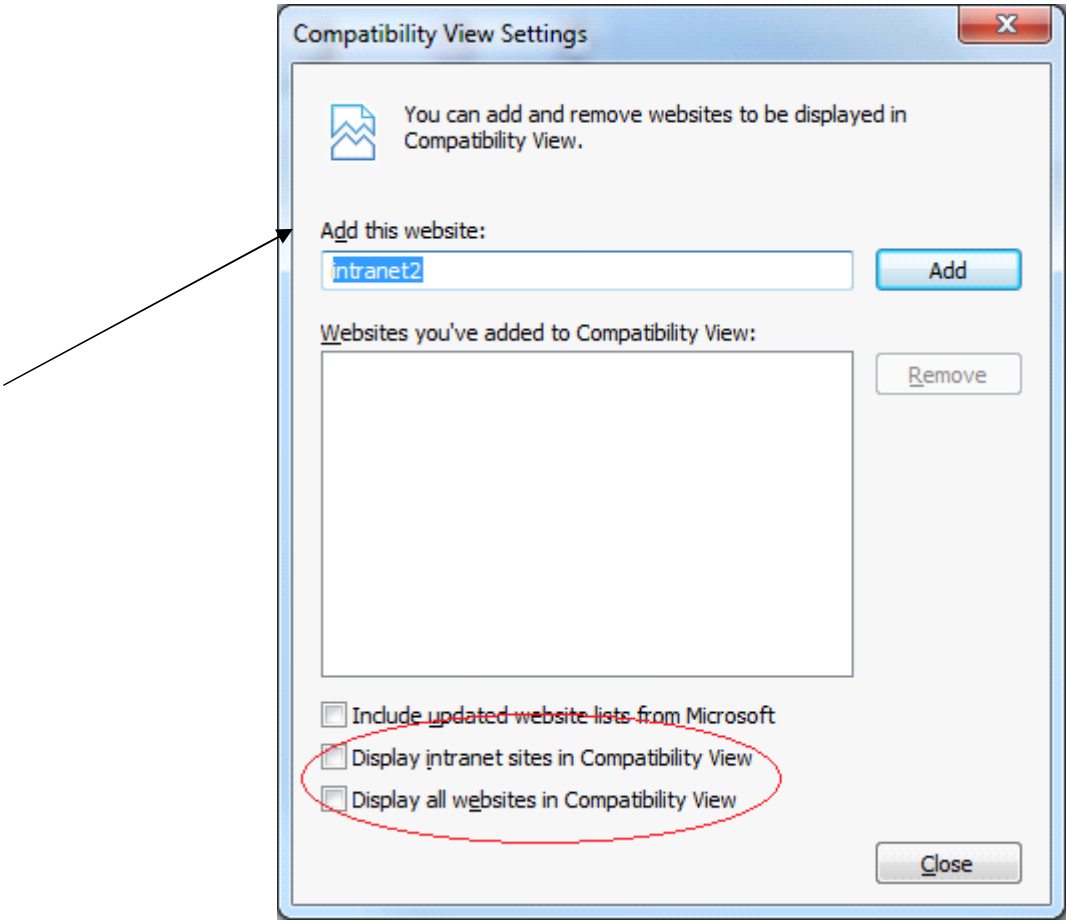
You will be taken to the site below.

- Click on **'Compatibility View Settings'** shown with the arrow.



This opens up the web address field.

- Paste the 'Focal Point' web address into this field.


Compatibility View Settings
You can add and remove websites to be displayed in Compatibility View.
Add this website:
intranet2
Add
Websites you've added to Compatibility View:
Remove
Include updated website lists from Microsoft
Display intranet sites in Compatibility View
Display all websites in Compatibility View
Close

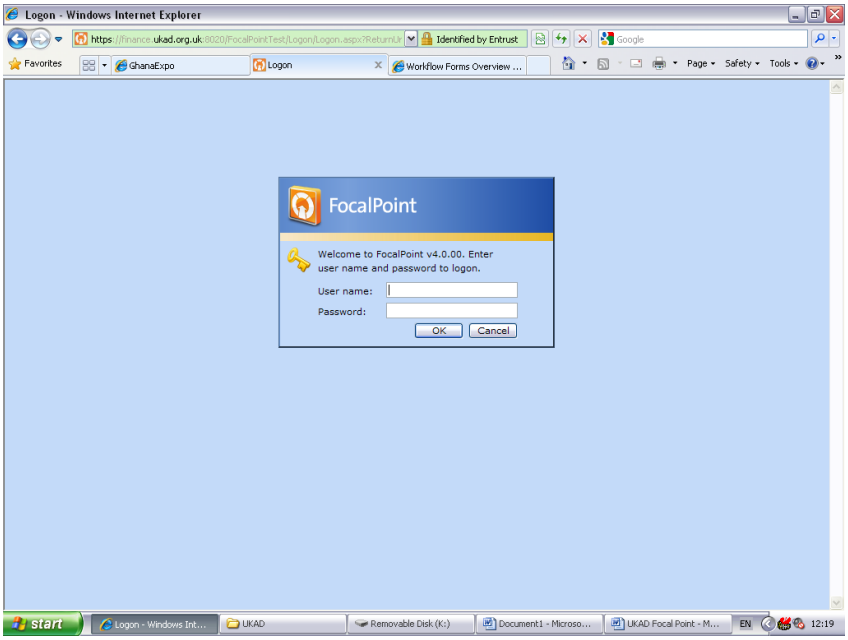
- Click **'Add'** to add the Focal Point site to the compatibility view

Click on '**Close**' to finish

Re-open Internet Explorer and navigate to the Focal Point site again.

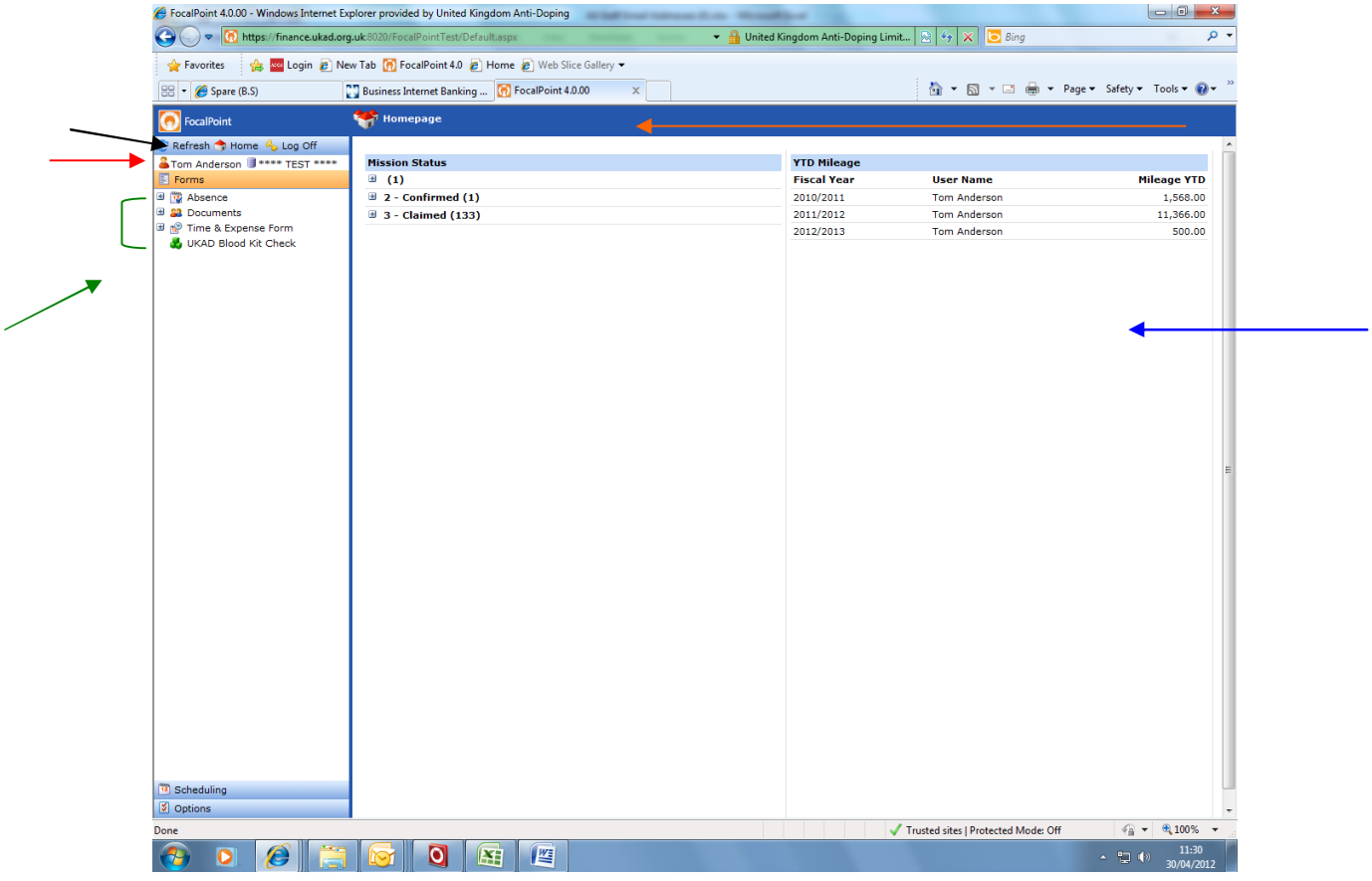
2.0 Focal Point – Logging On

To access the system enter the web address. This will take you to the site below.



To log on, enter your user name and password.

That will take you to your **Home Page** shown below



2.1 General Overview of the Home Page

This is to give a general overview of the contents of the site on logging on. Each item will be looked at in more detail at later stages in the guide.

Orange Arrow – This is pointing to the header of the page. This is showing the 'Homepage'

- **Home** – This area will always say what menu's view is showing on the main screen. This is showing the '**Homepage'** view. Your Homepage view will show any tests you have:

  Requested – been invited to attend

  Confirmed – Confirmed with us that you are able to attend

  Claimed – Claimed

  Rejected – Informed us that you are unable to attend

Black Arrow – Refresh, Homepage and 'Log Off'

- Refresh – To refresh the page
- Homepage – Click to return to your homepage (This brings you to your starting point should you loose your way during navigation)
- Log Off – Click to Log off from Focal Point

Red Arrow – The name of the person logged on and the name of the company appears here

Blue Arrow – This is the main screen area for viewing or making entries. This will show your confirmed, etc claims. On the right you will also see the Year to Date mileage.

Green Arrow, Green Bracket – This is showing the various menus that contain the various forms used in Focal Point.

The **'Menus'** showing in the above screen shot are:

- Absence
- Documents
- **Time & Expense**
- UKAD Blood Kit Check

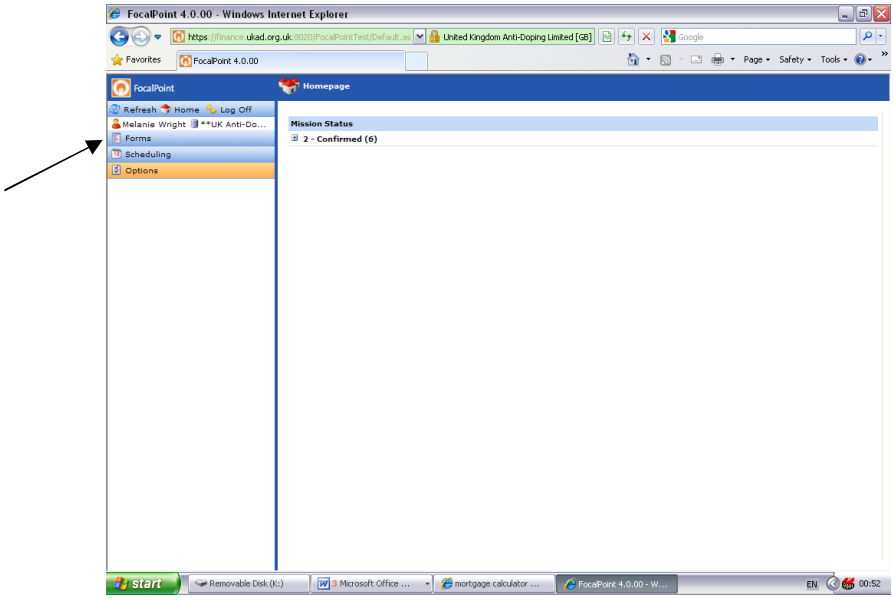
Clicking on a Menu opens them up to reveal the '**Forms'** within that Menu.

3.0 The ‘Forms’ Menu

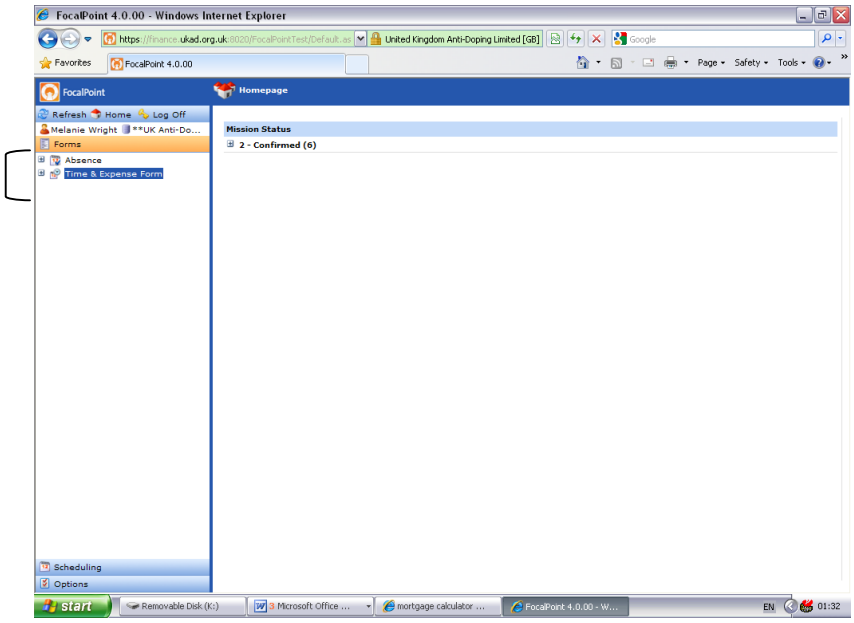
This is the area on Focal Point used to;

- Log days availability to work - **Absence**
- Claim your Mission and or Trainer Session Fees/Expenses – **Time & Expense Form**

To open the ‘Form’ menu click on **‘Forms’**. See arrow below;



This opens the screen shot below:

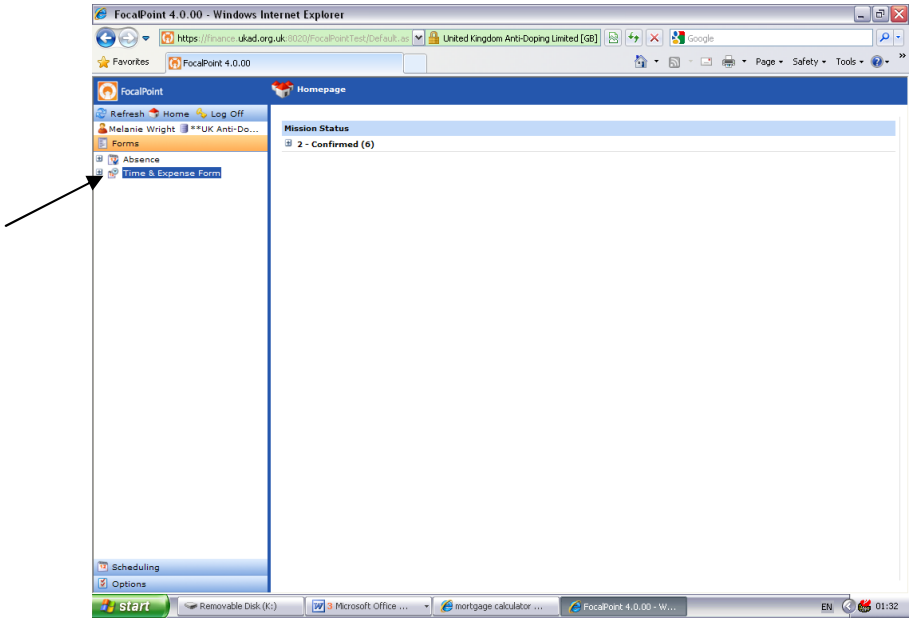


Note the **'Absence'** form and the '**Time & Expense Form'** underneath the **'Forms'** menu. See bracket above.

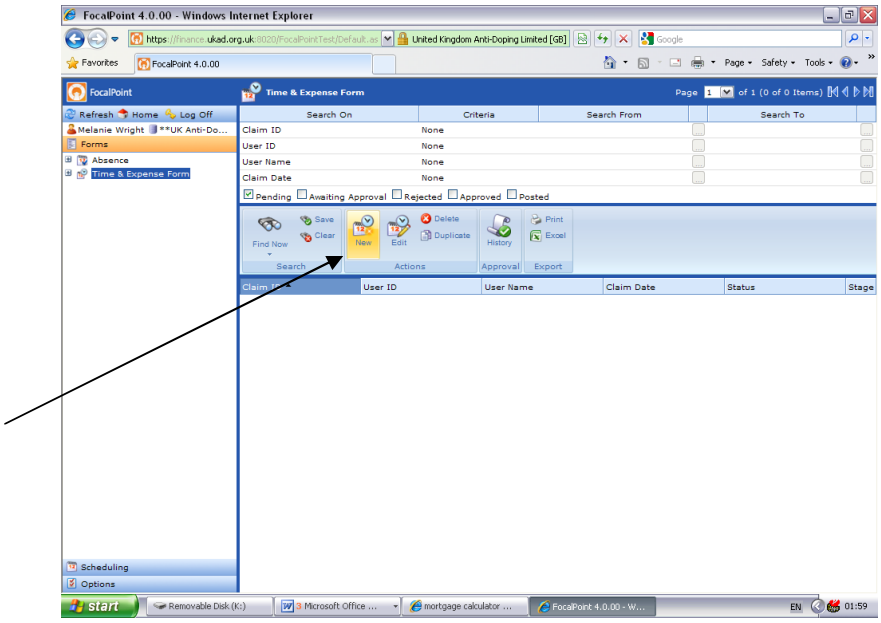
3.1 Entering Your Claim for Fees and Expenses

To enter a claim;

Click on **'Time & Expense Form'** highlighted blue - See arrow below;



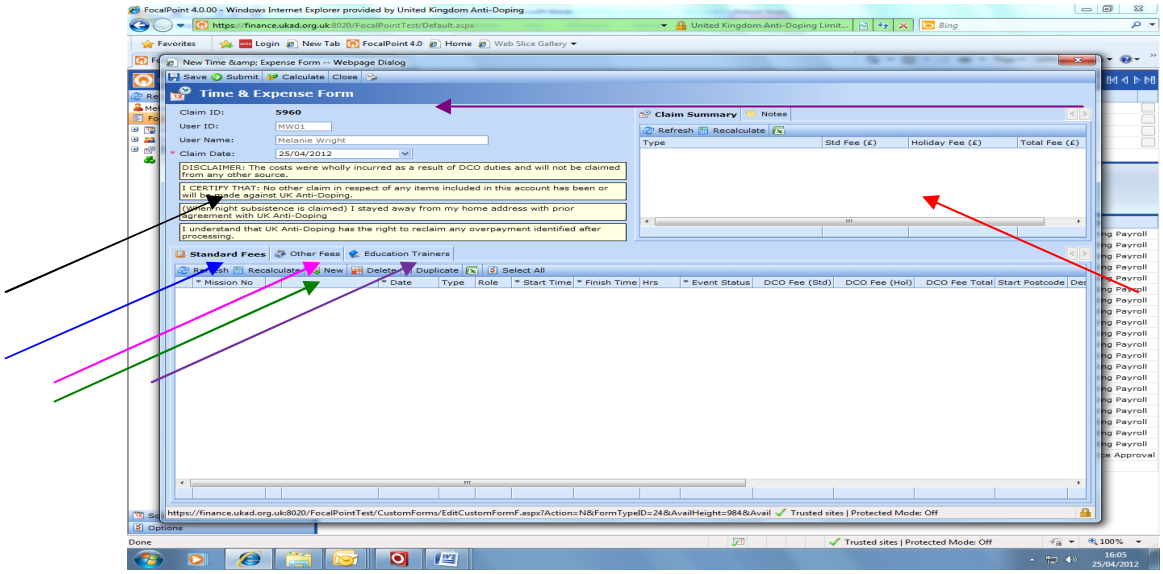
That will take you to the screen below;



Click on **'New'** - see arrow above.

You will be taken to your claim sheet. The claim sheet will be explained in the next session.

3.2 The Claim Sheet



The claim sheet has four (4) main areas;

- **Disclaimer section** (**Black Arrow**) – This has the disclaimers and certification which by sending off your claim, you agree to. **Claim ID**, **User ID** and **Name** would all be generated by

the system. The **date** will default to the date when the claim is being entered. This can be changed but not to be left blank.

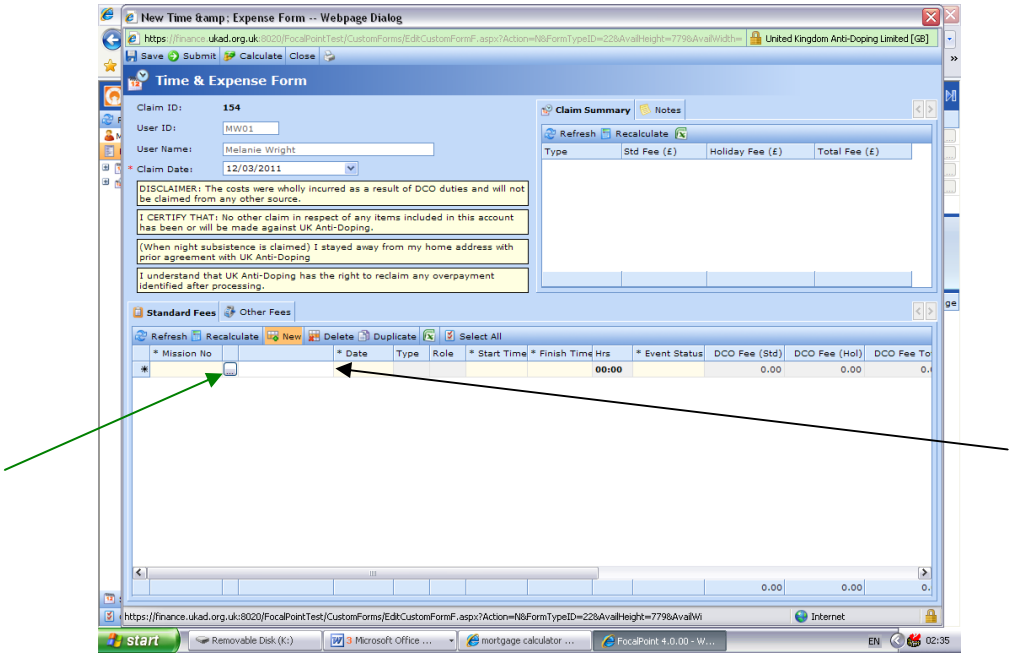
- **Claim Summary** (Red Arrow) – This is where the summary of your entries appear
- **Standard Fees Tab** (Blue Arrow) – This is for entering Missions with standard fees
- **Other Fees Tab** (Pink Arrow) – This is for entering Non-Standard Missions
- **Education Trainers Tab** (Purple) – This is for entering Education Tutor Fees & Expenses
- **New** (Green Arrow) – This is the starting point to enter each claim

Other areas of the claim sheet (Violet Arrow) are:

- **Save** – To save this expense claim. This would move the claim to the **'Pending'** folder for any future editing or submission. Your claim at this stage is not yet submitted for approval. The 'Pending' folder will be discussed later.
- **Submit** – To send this claim off for approval. This makes automatic calculation of all entries made on this sheet whilst it sends the claim off for approval
- **Calculate** – To calculate the total of entries made.
- **Close** – To close the claim sheet without saving. **You will lose any entry made.**
- **Print Button** – To print off a copy of your claim

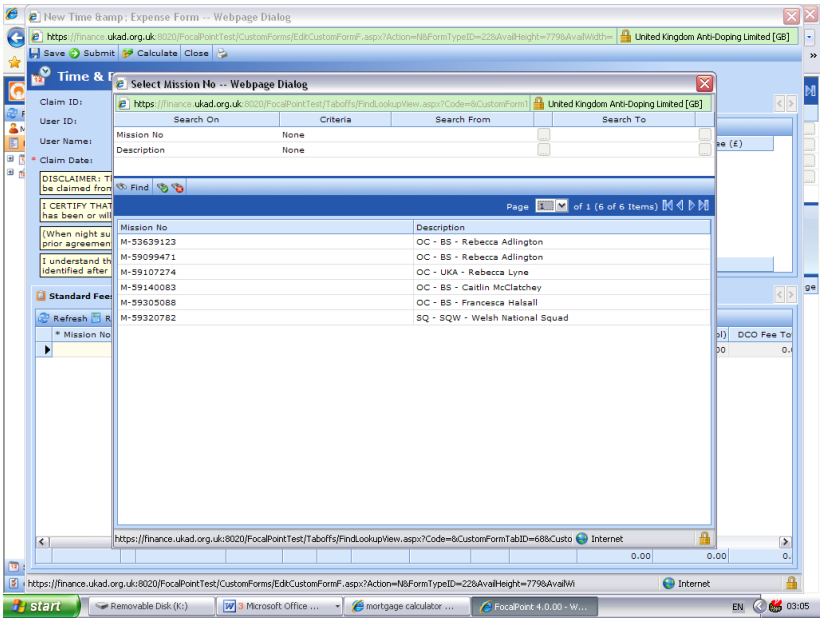
3.3 Entering Standard Fees Claim

First click on **'Standard Fees Tab'** then click on **'New'** shown above



A blank line appears just below the new button. **See black arrow** above.

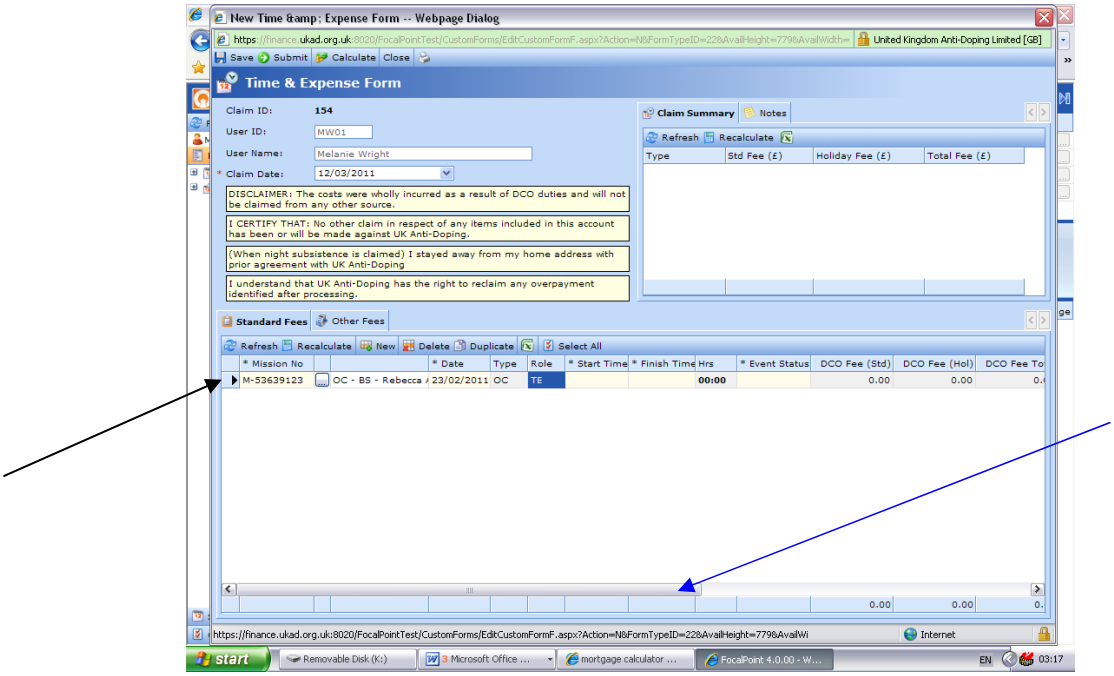
Click on the tab under 'Mission No' – **Green Arrow** to pick a Mission Number.



That will open the window above.

Double click on a mission number to pick. That will take you to the shot below.

The system populates the fields on the line with the Mission number, the date when that mission is to be carried out, the Mission Type, the DCPs role, the start time (*where needed*) etc.


New Time & Expense Form -- Webpage Dialog
Time & Expense Form
Claim ID: 154
User ID: MW01
User Name: Melanie Wright
Claim Date: 12/03/2011
DISCLAIMER: The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I CERTIFY THAT: No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
(When night subsistence is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping
I understand that UK Anti-Doping has the right to reclaim any overpayment identified after processing.
Claim Summary
Notes
Standard Fees
Other Fees
M-53639123
23/02/2011

Yellow fields can be entered into; Gray fields cannot be entered into.

3.4 Information you will need to enter

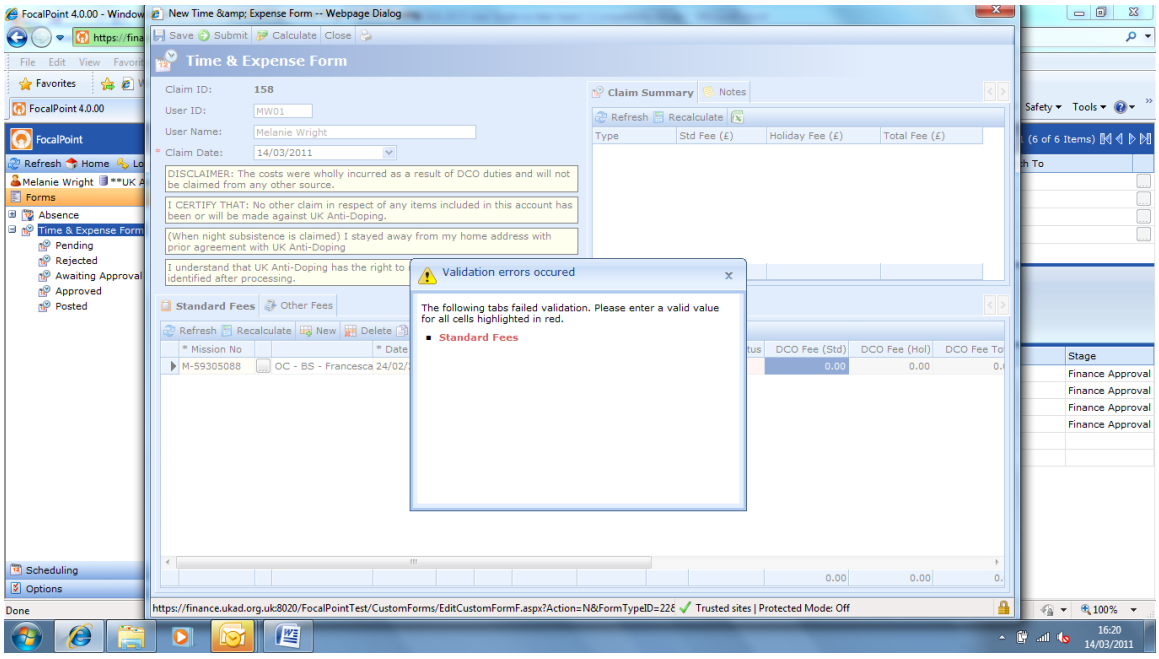
- **Start Time** – Click inside field to enter mission start time
- **Finish Time** – Click inside field to enter when the mission ended
- **Hours** – This will be calculated by the system. **Do not enter into this field**
- **Event Status** – Double click inside field to activate it. Click on the drop down to select the event status i.e.

  Col – Collected – You went to the mission and collected the sample

  NC – Not Collected - You went to the Mission but could not collect the sample

  CAN – Cancelled - You went to the Mission but the event was cancelled on arrival

Please note that if you do not complete the event status box, you will get an error message come up when you try to calculate the fees (See below).


New Time & Expense Form -- Webpage Dialog
Time & Expense Form
Claim ID: 158
User ID: MW01
User Name: Melanie Wright
Claim Date: 14/03/2011
Claim Summary
Validation errors occured
The following tabs failed validation. Please enter a valid value for all cells highlighted in red.
Standard Fees

TIP:

- ✓ **The Clock** - The system uses 24 hour clock. 1:00pm should be entered as 13:00hours, 8:00pm is 20:00hours etc

- ✓ **Recording hours** - For events with duration time spanning over 12:00 midnight i.e. 00:00hours, the start time must be moved back the number of hours or minutes that they span over 12:00midnight.

  Example: An eight (8) hour event time starting from 18:00hours (06:00pm) to 02:00hours (02.00am) should be entered as if the event started from 15:00hours (03:00pm) to 23:00hours (11:00pm)

- ✓ **Separating Hours/Minutes** - You do not have to use a column (**:**) to separate hours from minutes. Just key in the time

- ✓ **Moving between fields** - You can also use the **'Tab'** key on your key board to move from one entry field to another field by just hitting on it each time you want to move to the next field

- ✓ **Event Status** – You can press the **'Enter'** key on your key board to activate the field. You can also just enter **'C'** or **'N'** to enter the event status then tab across

- ✓ **Scroll Bar** – See blue arrow above; click and drag to scroll to hidden fields on the line

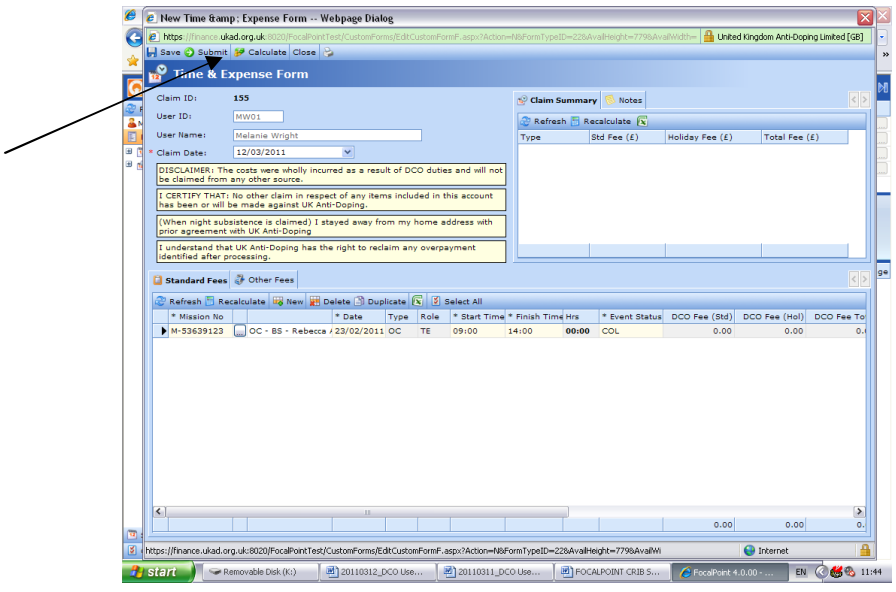
To claim for mileage relating to this event:

- **Start Postcode** - Enter Postcodes if known otherwise enter Town/City name
- **Dest Postcode** – Enter destination Postcodes if known otherwise enter Town/City name
- **Miles** – Enter the mileage. **Note**: **The system will not calculate this for you.**

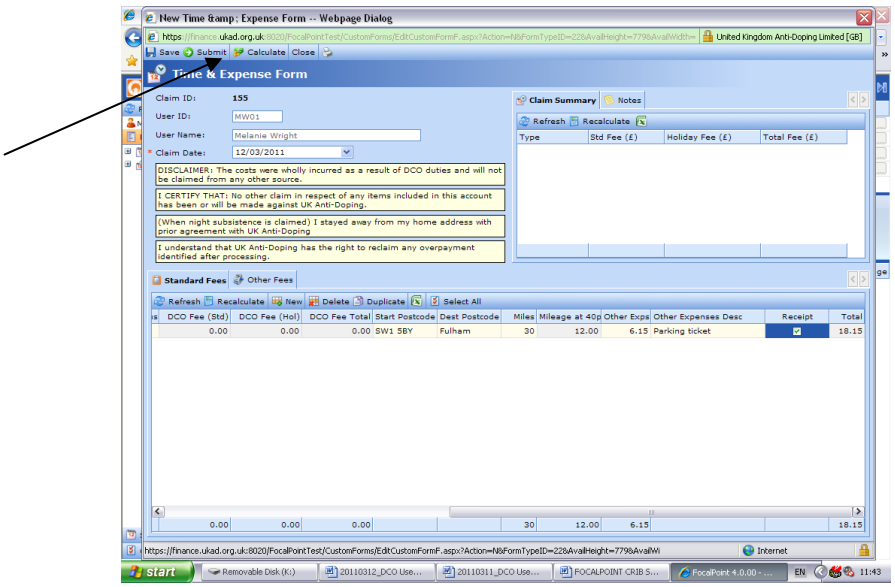
To claim for Other Expenses relating to this event

- **Other Exps** – Enter the amount for any other expense relating to this event
- **Other Expenses Description** – Enter the description of the expense
- **Receipt** – Tick this box to confirm you have receipts for this expense.

See a completed claim sheet below; this is before clicking the **'Calculate'** button:

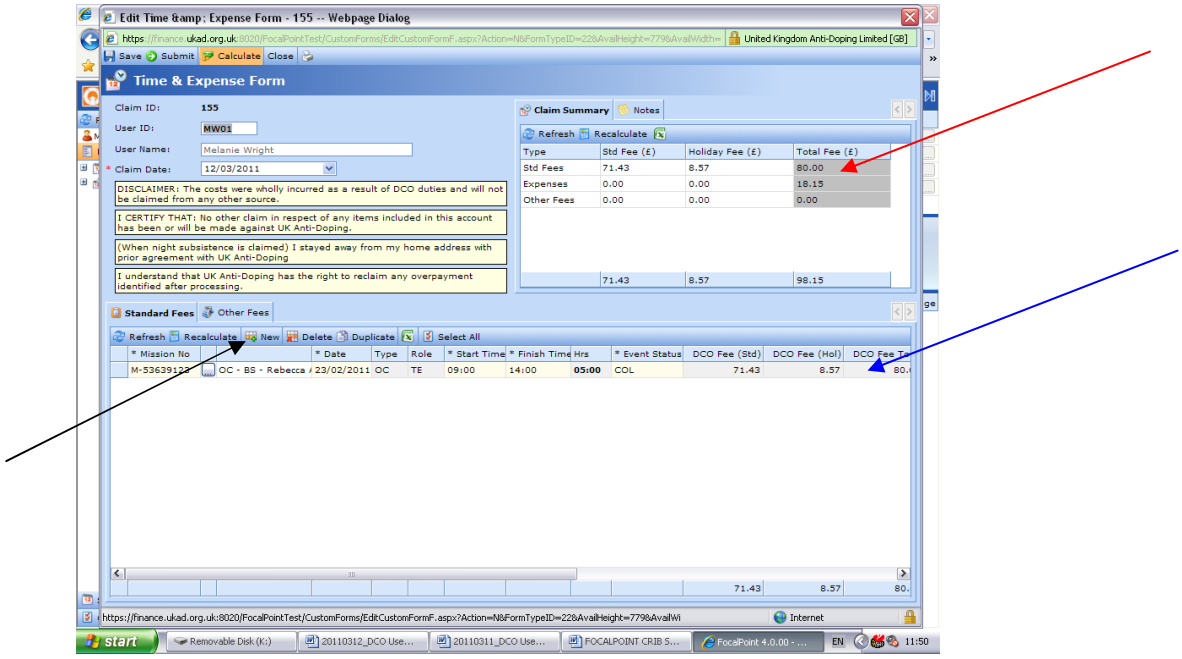


3.5 Calculating the Fees



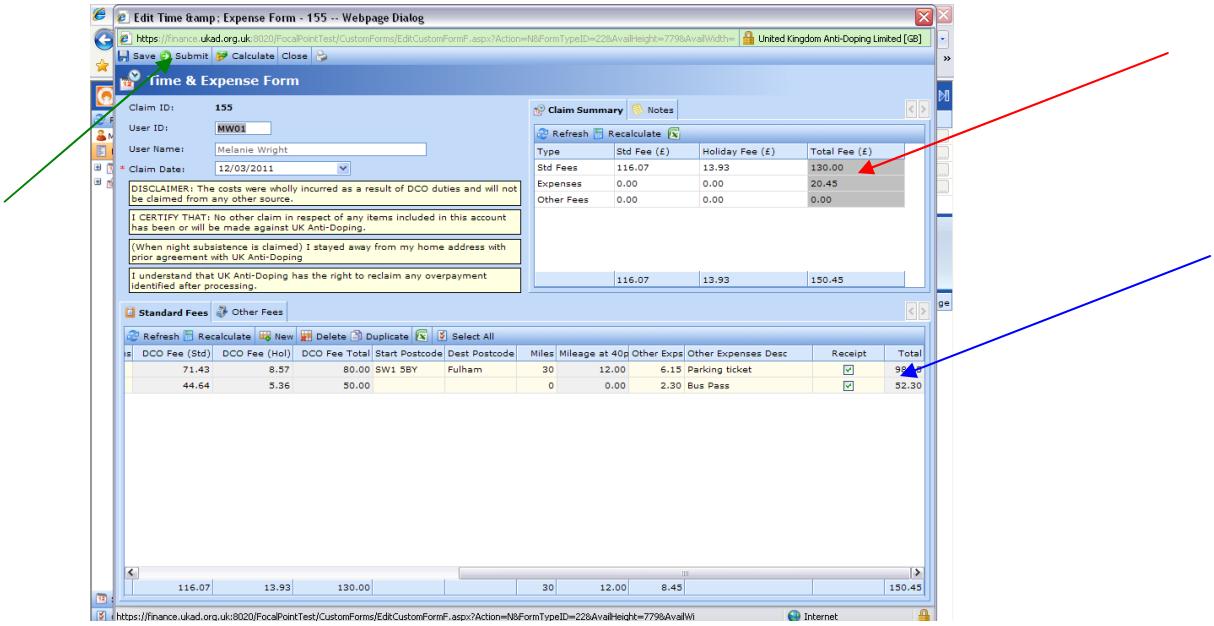
Click on **'Calculate'** (third button on top left corner), see arrow above.
This will bring up the calculated figures as shown below.

- The **'Claim Summary'** will show the total of your mission/s. See red arrows below
- The **'Detail Section'** blue arrows, will show each claim line making up the total in the 'Claim Summary'



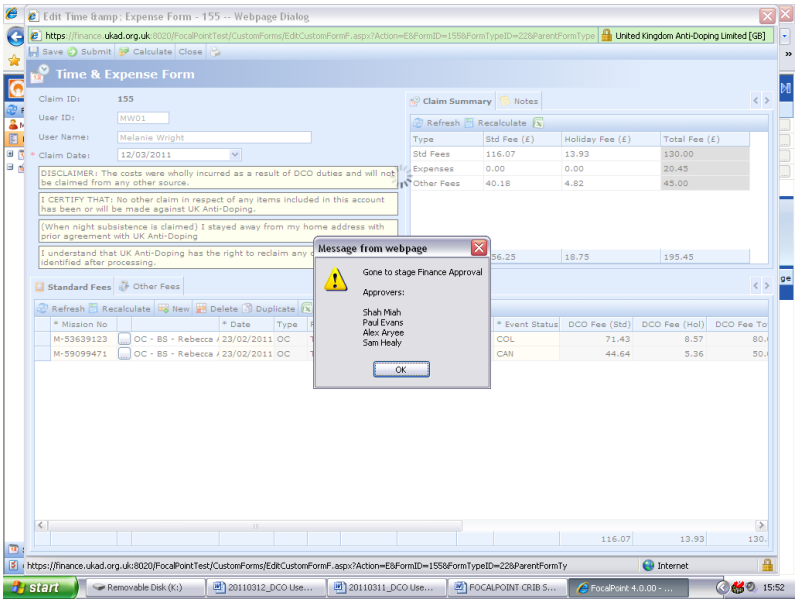
Click on **'New'** black arrow above to add more claims.

The screen shot below shows an additional claim line added. See the cumulative totals in the **'Claim Summary''** Section. The **'Detail Section'** shows the Mission lines making up the summary.


Edit Time & Expense Form - 155 -- Webpage Dialog
Time & Expense Form
Claim ID: 155
User ID: MW01
User Name: Melanie Wright
Claim Date: 12/03/2011
DISCLAIMER: The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I CERTIFY THAT: No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
(When night subsistence is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping
I understand that UK Anti-Doping has the right to reclaim any overpayment identified after processing.
Claim Summary
Notes
Type
Std Fee (£)
Holiday Fee (£)
Total Fee (£)
Std Fees 116.07 13.93 130.00
Expenses 0.00 0.00 20.45
Other Fees 0.00 0.00 0.00
116.07 13.93 150.45
Standard Fees
Other Fees
DCO Fee (Std)
DCO Fee (Hol)
DCO Fee Total
Start Postcode
Dest Postcode
Miles
Mileage at 40p
Other Exps
Other Expenses Desc
Receipt
Total
71.43 8.57 80.00 SW1 5BY Fulham 30 12.00 6.15 Parking ticket 52.30
44.64 5.36 50.00 0 0.00 2.30 Bus Pass 52.30
116.07 13.93 130.00 30 12.00 8.45 150.45

To submit your claim click on '**Submit**' shown with the **green arrow** above.

You will be directed to the page below:



Click **'OK'** to finish.

Your claim will be sent through to UK Anti-Doping Finance Team to approve. An email alert will be generated by the system to notify them of the submission. Where claim includes expenses requiring receipts, the team will wait for the receipts before approving.

On Finance Approval, the claim will move on to DCP Co-Ordinators Approval stage where the validity of Missions claimed will be checked.

You will receive an email alert when your claim has been fully approved. You will also receive an email alert if a claim is rejected. Rejected claims will be returned with reasons for their rejection. They can be amended and re-submitted.

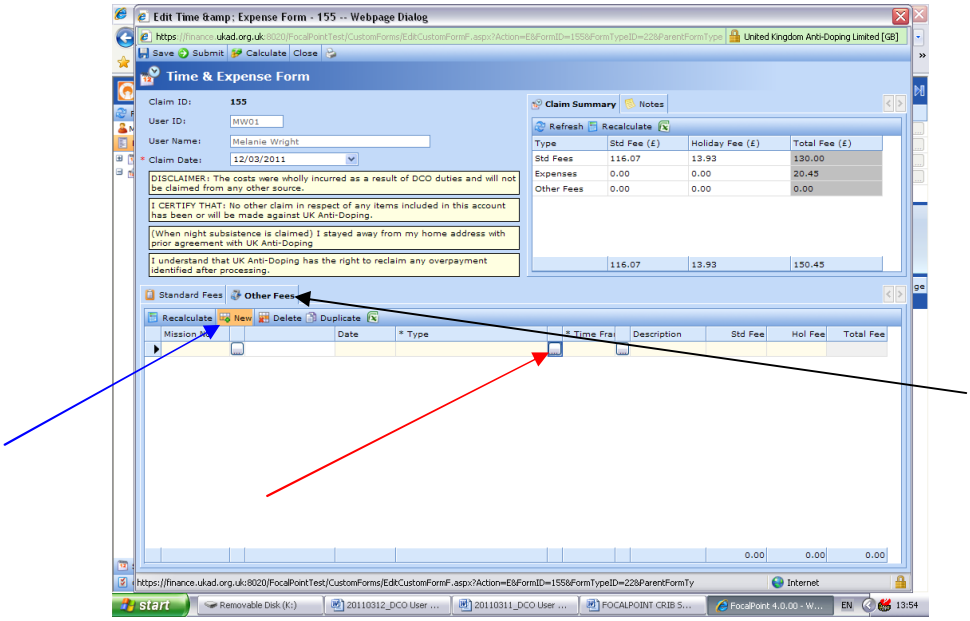
3.6 Entering Other Fees Claim

These are fees for events such as:

- Meeting/Training
- Assessment
- Abroad Fees
- Supervision/Training etc.

These events are not mission critical and may not have Mission numbers attached them. To make a claim for any of these, click on:

'Other Fees' tab located next to the 'Standard Fees' tab. See **black arrow** below:

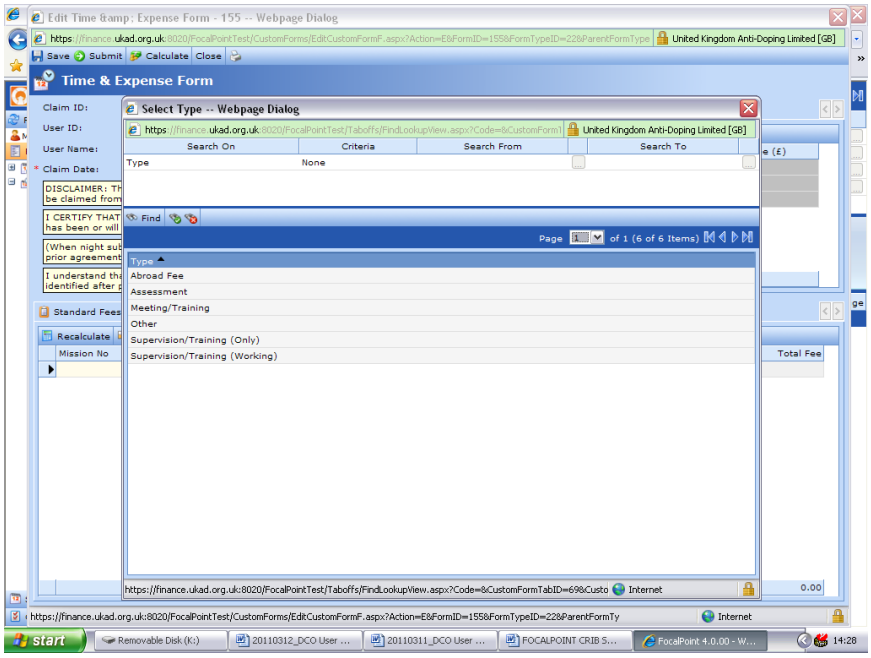

Edit Time & Expense Form - 155 -- Webpage Dialog
Time & Expense Form
Claim ID: 155
User ID: MW01
User Name: Melanie Wright
Claim Date: 12/03/2011
Claim Summary
Notes
Refresh
Recalculate
Type
Std Fee (£)
Holiday Fee (£)
Total Fee (£)
Std Fees 116.07 13.93 130.00
Expenses 0.00 0.00 20.45
Other Fees 0.00 0.00 0.00
116.07 13.93 150.45
DISCLAIMER: The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I CERTIFY THAT: No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
(When night subsistence is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping
I understand that UK Anti-Doping has the right to reclaim any overpayment identified after processing.
Standard Fees
Other Fees
Recalculate
New
Delete
Duplicate
Mission
Date
* Type
* Time Frai
Description
Std Fee
Hol Fee
Total Fee
0.00 0.00 0.00
start

Click on 'New' to add a claim line. See **blue arrow** above

Date – Enter the date of the event

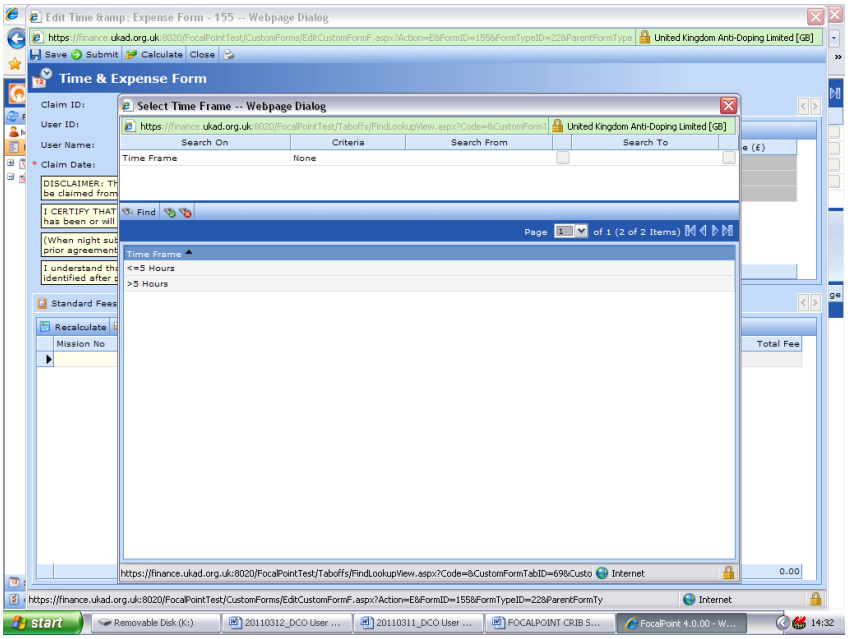
Type – Click on tab next to the field. See **red arrow** above

This will open up the screen shot below.



Double click to select the type.

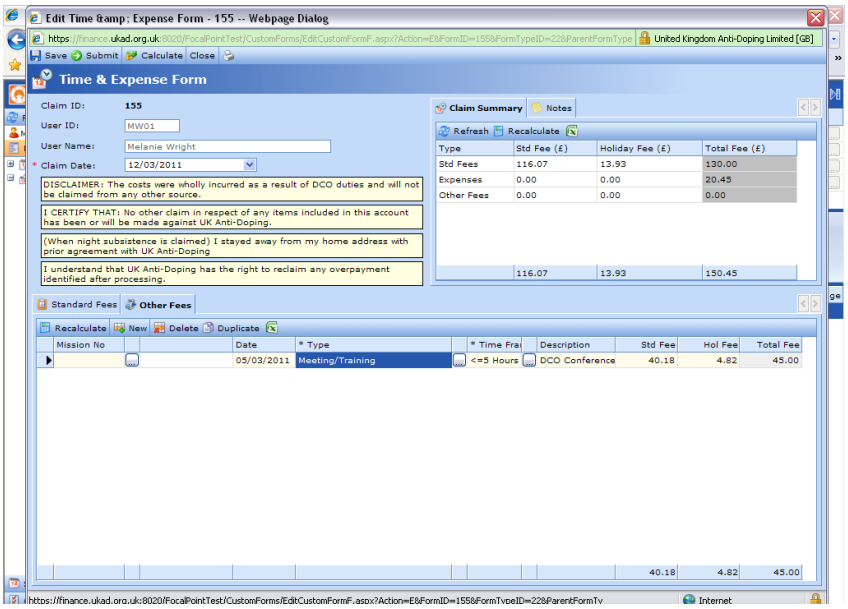
Next, click on the tab next to the 'Time Frame'. This opens up the shot below



Double click to select the applicable hours

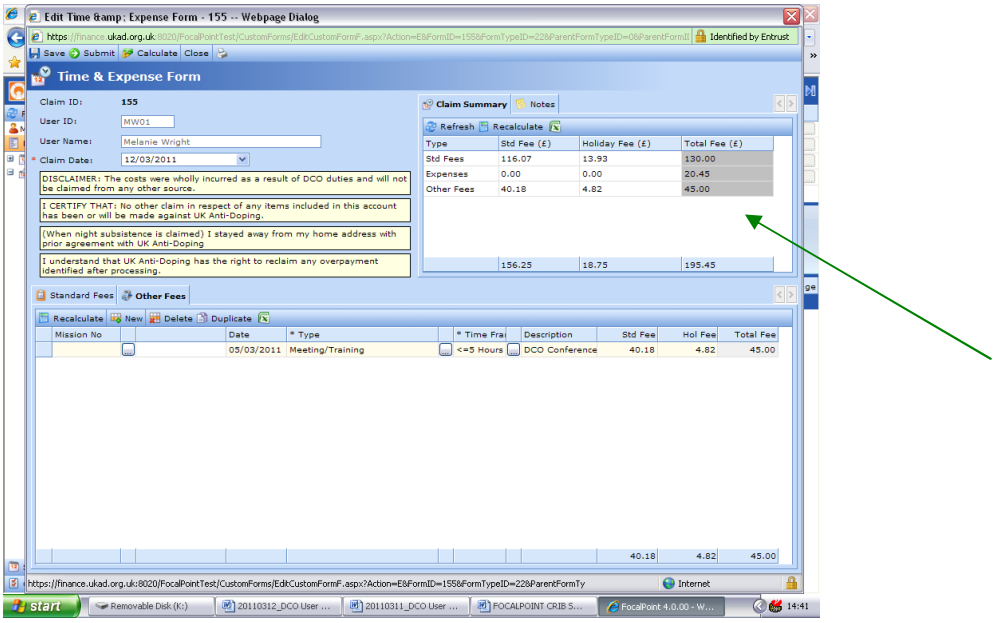
Description – Enter description

See screen shot below:


Edit Time & Expense Form - 155 -- Webpage Dialog
Save
Submit
Calculate
Close
Time & Expense Form
Claim ID: 155
User ID: MW01
User Name: Melanie Wright
Claim Date: 12/03/2011
DISCLAIMER: The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I CERTIFY THAT: No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
(When night subsistence is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping
I understand that UK Anti-Doping has the right to reclaim any overpayment identified after processing.
Claim Summary
Notes
Refresh
Recalculate
Type
Std Fee (£)
Holiday Fee (£)
Total Fee (£)
Std Fees 116.07 13.93 130.00
Expenses 0.00 0.00 20.45
Other Fees 0.00 0.00 0.00
116.07 13.93 150.45
Standard Fees
Other Fees
Recalculate
New
Delete
Duplicate
Mission No
Date
* Type
* Time Fra
Description
Std Fee
Hol Fee
Total Fee
05/03/2011 Meeting/Training <=5 Hours DCO Conference 40.18 4.82 45.00
40.18 4.82 45.00
Internet

Click on **'Calculate'** to view the calculated values, see shot below, or

Click '**Save**' - to save; '**Submit**' - to submit; '**Close**' - to close the claim sheet. You will lose any unsaved entry.



This additional claim line appears in 'Other Fees' in the '**Claim Summary**' area. See green arrow above.

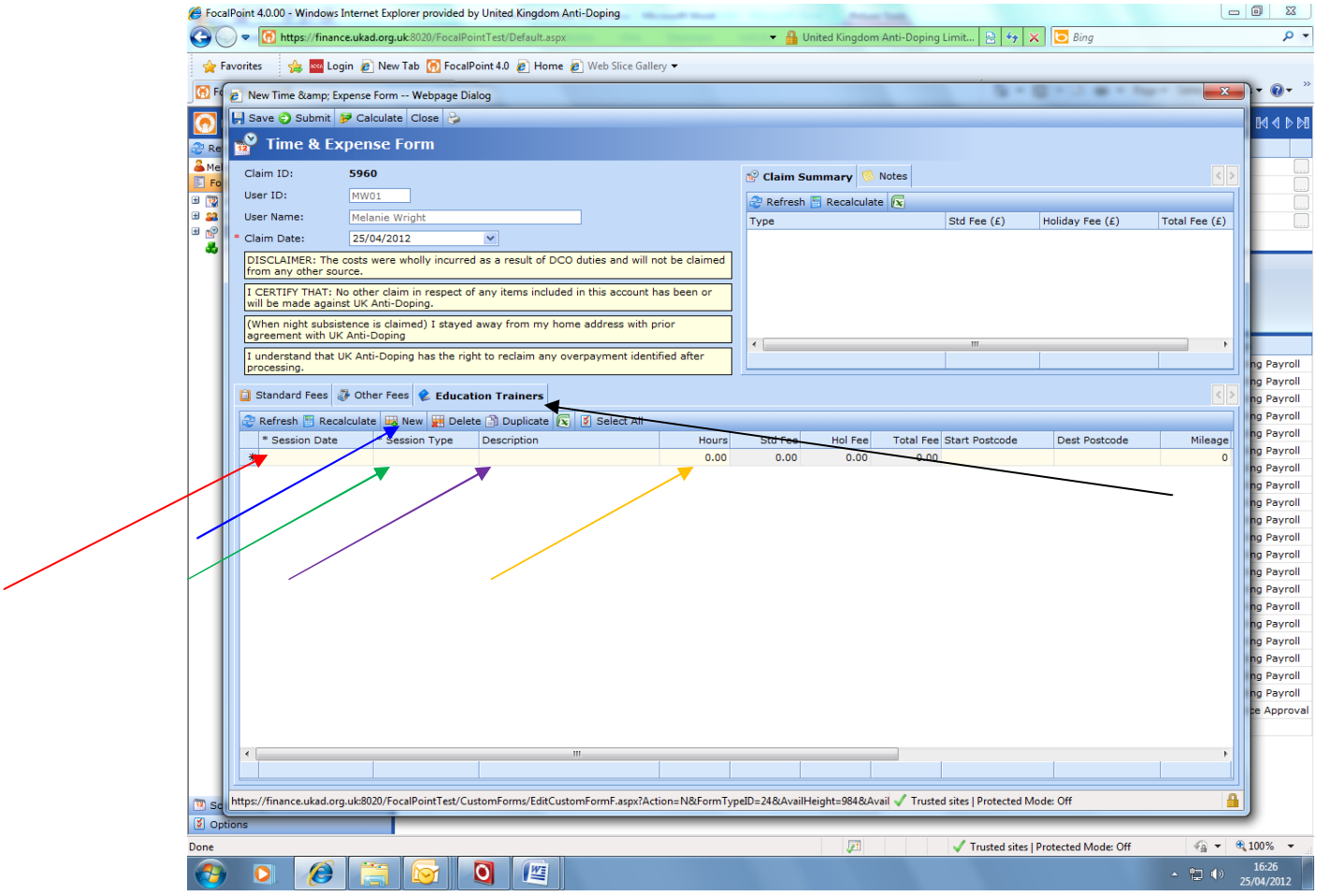
3.7 Entering Education Trainer Fees Claim

These are fees for events undertaken by Education Trainers. If you undertake work for UK Anti Doping as both Education Trainer and DCP, please submit your claims for Education Trainer work separately from your claims for DCP Work.

To make a claim for these fees, click on:

Time and Expense Form (On left hand side of the Homepage) ; Then **'New'** A box will come up which says 'Time And Expense Form'

Then Click on**'Education Fees'** tab located next to the 'Other Fees' tab. See **black arrow** below:



Click on 'New' to add a claim line. See **blue arrow** above

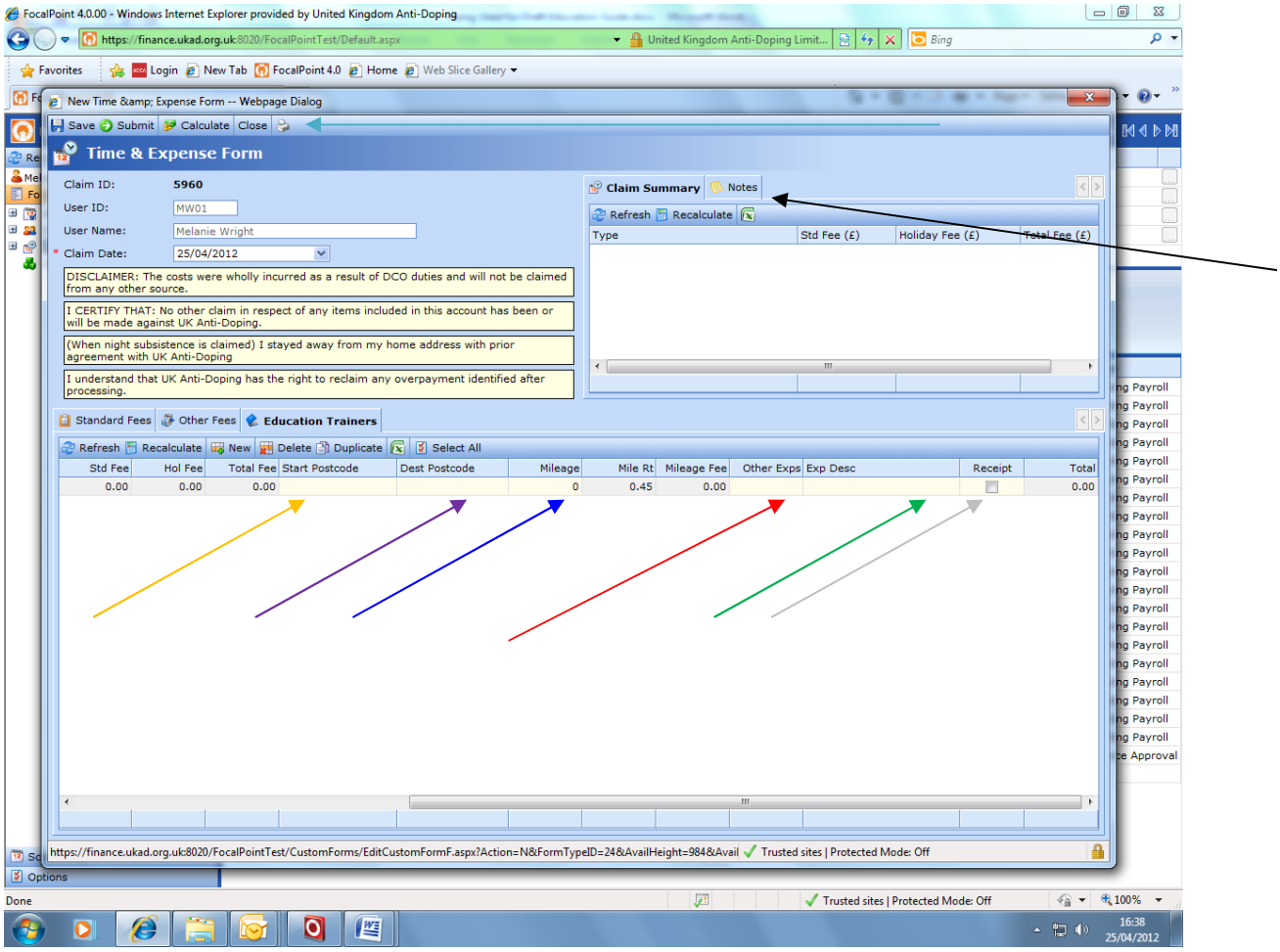
Session Date – Enter the date of the event – See **red** arrow

Session Type – Select from the drop down list which includes the different session types at Full Day Rate, Half Day Rate, - See **Green** arrow

Description – Double click in the box to enter Description of Event e.g. Outreach Session See **Purple** arrow

Hours – Enter the hours if applicable See Orange arrow – **This can be left blank if you are claiming for full day or half day session.**

Scrolling to the right will enable you enter any mileage and other expense incurred.



Start Post Code – Enter the Start Postcode – See Orange arrow

Destination Post Code – Enter the Destination Postcode – See Purple arrow

Enter Total Mile Incurred – Enter the number of miles - See Blue arrow

Other Expenses –Enter the value of other expenses incurred - See Red arrow

Description – Double click in the box to enter Description of the Expense See Green arrow

Receipt Box – Tick this box to indicate receipt being sent in post - See Grey arrow

Notes – This area allows to enter details of anything that relates to your claim - See **Black** arrow

Next Stage – You are now ready to calculate, save or submit - See Aqua arrow

4.0 Claim Receipts

Where your claim includes expenses which require receipts, a copy of the claim must be printed off and the receipt/s attached. This should be sent by post to:

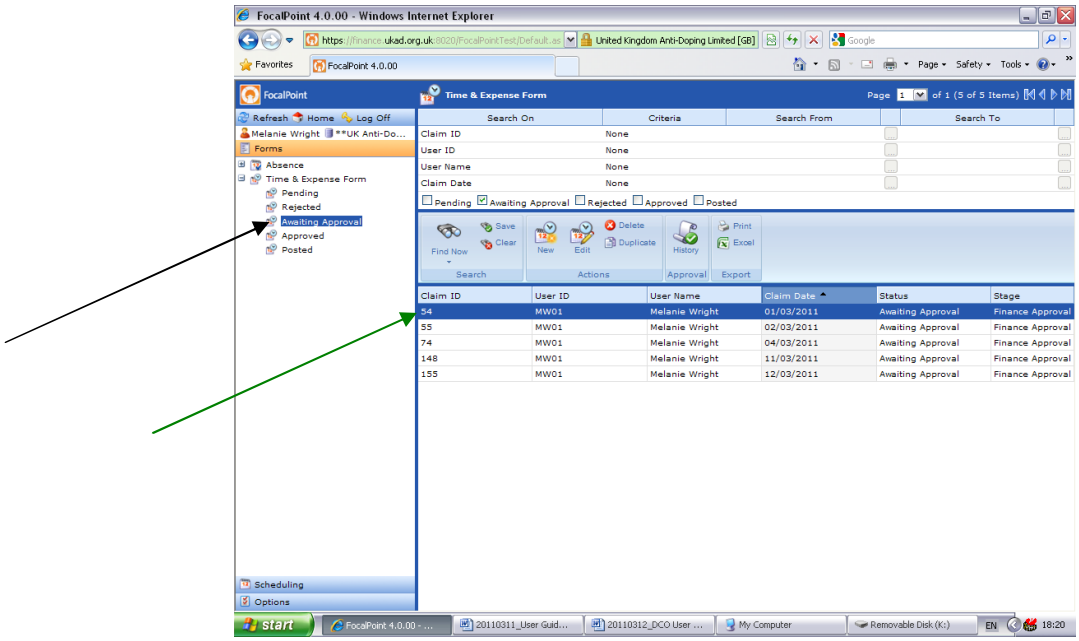
The Finance Officer
UK Anti-Doping
1a Cockspur Street
London
SW1Y 5BG

5.0 Re-Calling a Submitted Claim

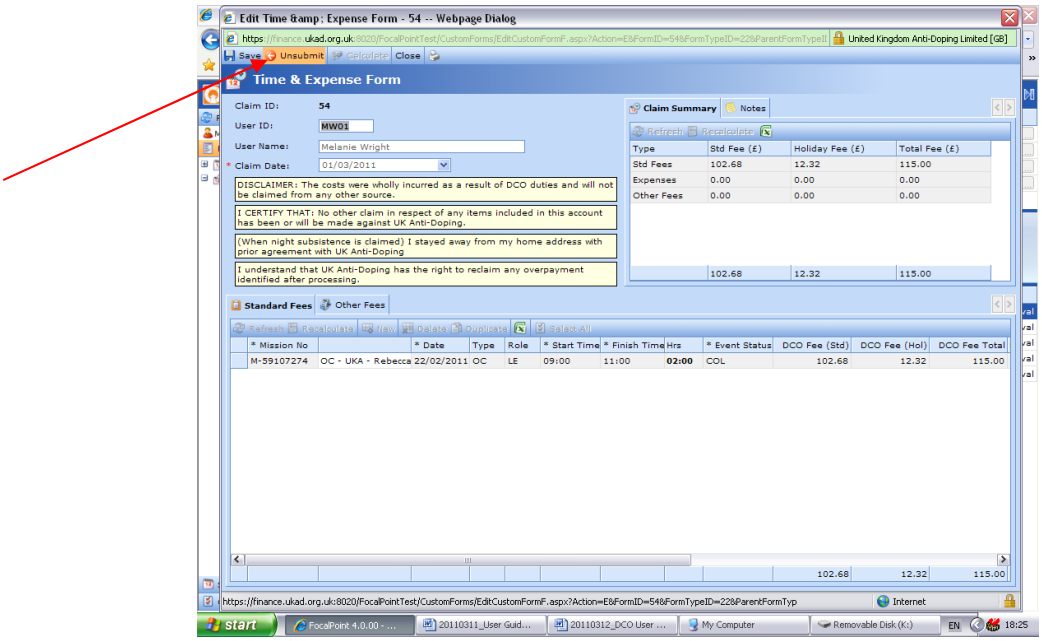
Focal Point allows for claims sent off for approval but not yet approved to be recalled (**Un-Submit**). You may want to do this if you had, for example, forgotten to include expenses

To '**Un-Submit**' a claim;

Click on the **'Awaiting Approval'** folder. This is shown below – **Black arrow**

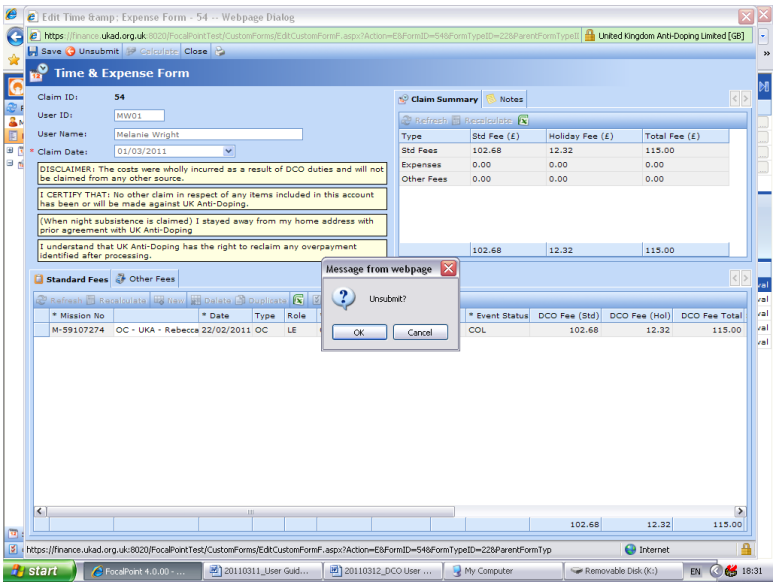


Double click on the claim line to be recalled to edit


Edit Time & Expense Form - 54 -- Webpage Dialog
Save
Unsubmit
Calculate
Close
Time & Expense Form
Claim ID: 54
User ID: MW01
User Name: Melanie Wright
Claim Date: 01/03/2011
DISCLAIMER: The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I CERTIFY THAT: No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
(When night subsistence is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping
I understand that UK Anti-Doping has the right to reclaim any overpayment identified after processing.
Claim Summary
Notes
Type
Std Fee (£)
Holiday Fee (£)
Total Fee (£)
Std Fees 102.68 12.32 115.00
Expenses 0.00 0.00 0.00
Other Fees 0.00 0.00 0.00
102.68 12.32 115.00
Standard Fees
Other Fees
Mission No
Date
Type
Role
Start Time
Finish Time
Hrs
Event Status
DCO Fee (Std)
DCO Fee (Hol)
DCO Fee Total
M-59107274 OC - UKA - Rebecca 22/02/2011 OC LE 09:00 11:00 02:00 COL 102.68 12.32 115.00
102.68 12.32 115.00

Click on the '**Un-submit**' button, shown with **red arrow.**

You will receive the message box below to confirm Un-Submit;


Edit Time & Expense Form - 54 -- Webpage Dialog
Time & Expense Form
Claim ID: 54
User ID: MW01
User Name: Melanie Wright
Claim Date: 01/03/2011
Claim Summary
Notes
Type
Std Fee (£)
Holiday Fee (£)
Total Fee (£)
Std Fees 102.68 12.32 115.00
Expenses 0.00 0.00 0.00
Other Fees 0.00 0.00 0.00
DISCLAIMER: The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I CERTIFY THAT: No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
(When night subsistence is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping
I understand that UK Anti-Doping has the right to reclaim any overpayment identified after processing.
Message from webpage
Unsubmit?
OK
Cancel
Standard Fees
Other Fees
Mission No
Date
Type
Role
Event Status
DCO Fee (Std)
DCO Fee (Hol)
DCO Fee Total
M-59107274 OC - UKA - Rebecca 22/02/2011 OC LE COL 102.68 12.32 115.00
102.68 12.32 115.00

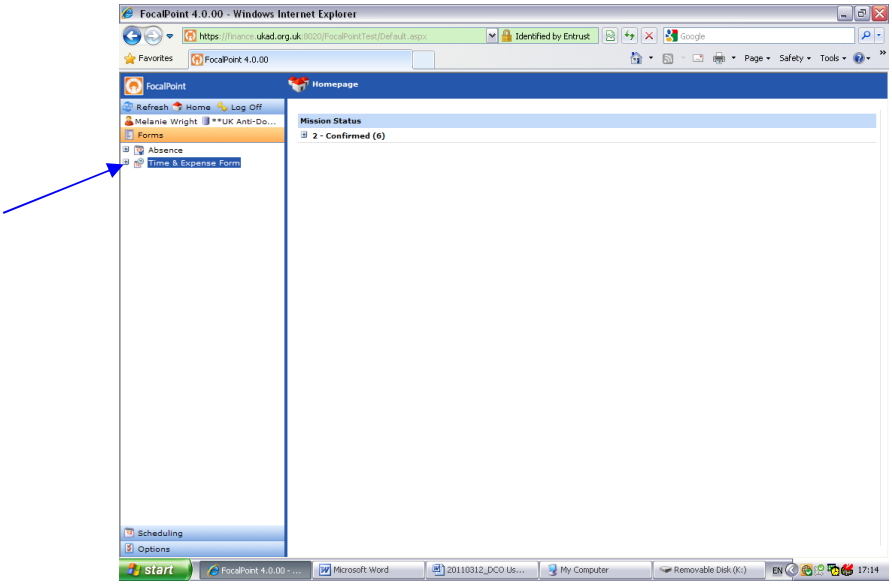
Click **'OK'**

The claim is recalled back into the **'Pending Folder'.** You can edit the claim in this folder to re-send or delete from the folder.

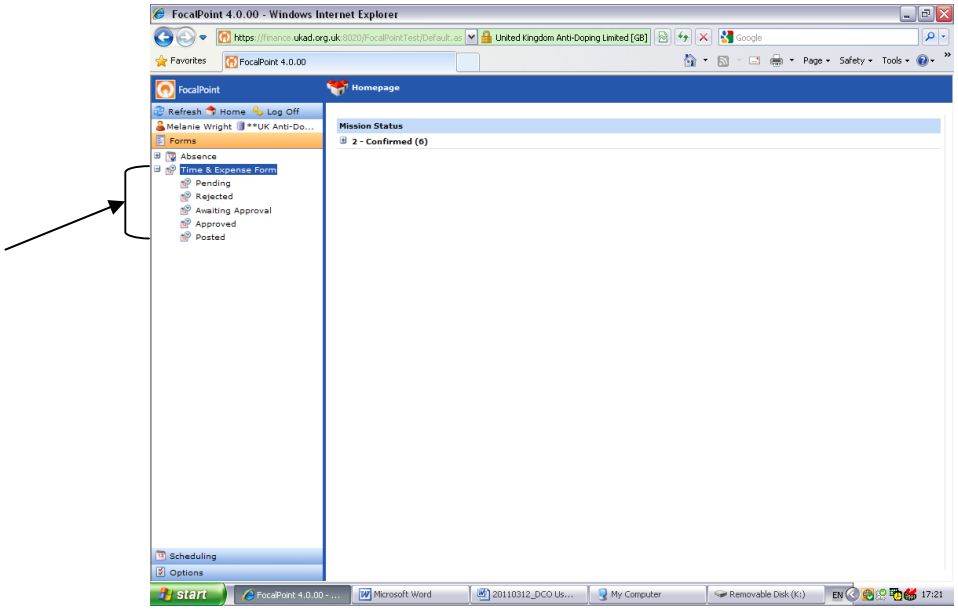
6.0 Printing off Copy Claim Sheet

To print off a copy of your claim;

Click on the plus (**+**) sign next to the **'Time & Expense Form'** menu. See **blue arrow** below.



This opens up the menu to reveal the various **'Folders or Stages'** that a claim can be located at any stage in the claim process. See bracket/black arrow in shot below,



Folder Contents:

- **Pending** – This holds claims not yet sent off for approval. It also holds claims sent off for approval but recalled before they are approved. All claims in this folder can be edited at any time before sending off or re-sent, if they were recalled.

- **Rejected** – This holds claims sent off for approval but been rejected. Rejected claims can be amended and re-sent or saved back to 'Pending' folder

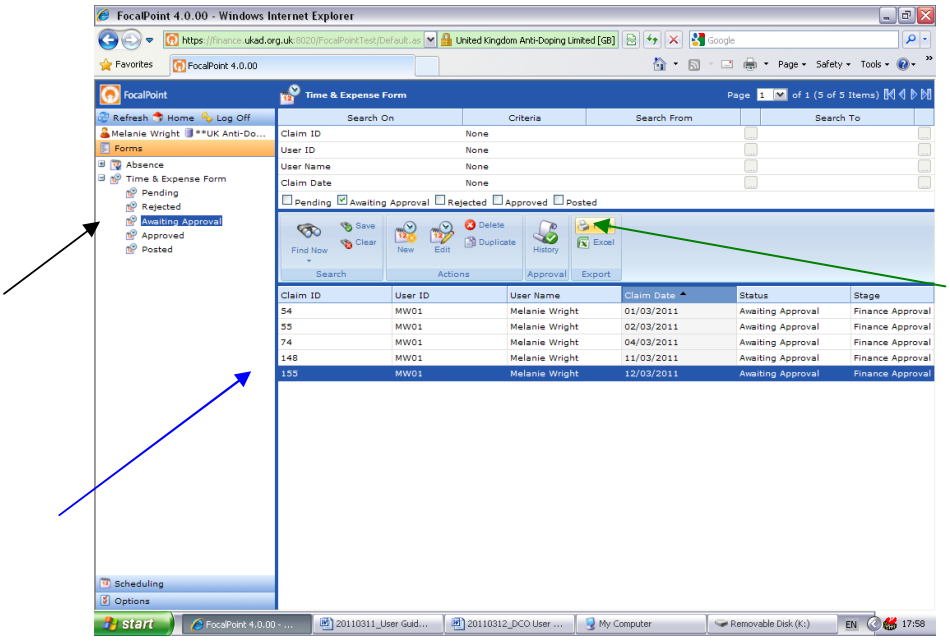
- **Awaiting Approval** – This holds claims sent off for approval but not yet approved. Such claims can be recalled moving them back into **'Pending'** folder

- **Approved** – This holds claims sent off for approval and has been approved.

- **Posted** – This holds all claims paid or processed for payment. This is the final stage of the claim process. This will hold a history of all claims made.

To print off a claim sheet, click on the stage that the claim is in, for example:-

- Click **'Awaiting Approval'** folder – **Black arrow**, assuming our claim has not yet been approved. See arrow in shot below:

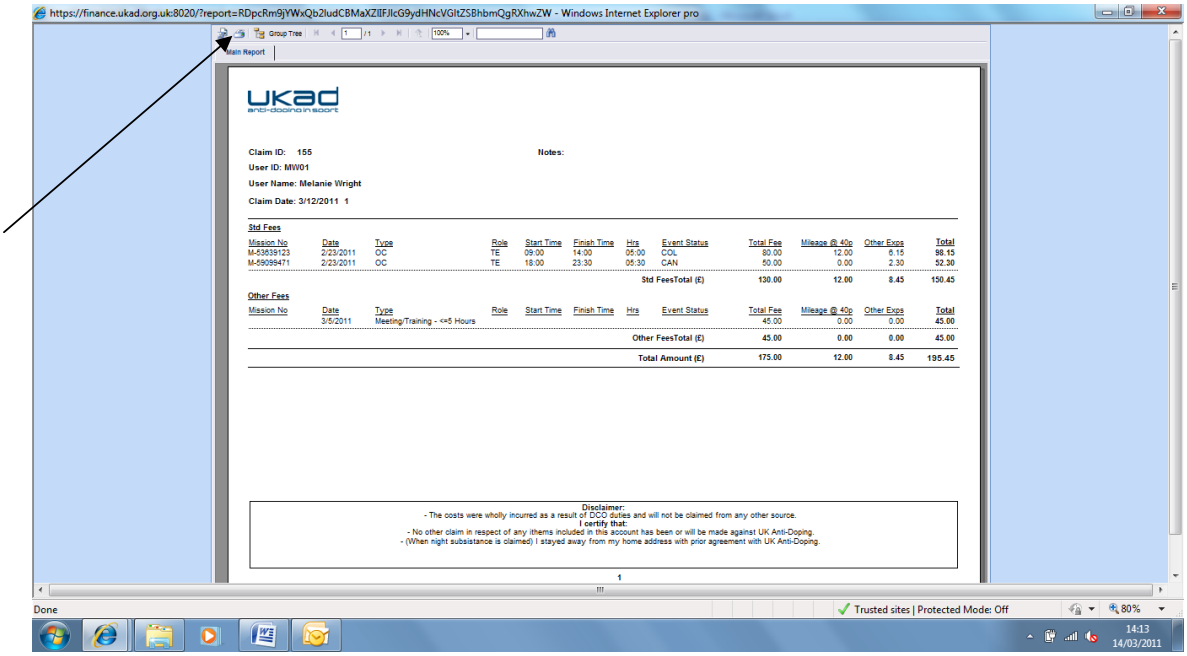


This opens up the folder to show all claims sent off but not yet approved

- Click once on the claim sheet you want to print, Blue arrow above
- Click on the print button, green arrow to print

  - **NB:** You need to click 'Print' on a few occasions before it will print your claim. The system converts the claim from web format to PDF format before printing. The system uses the term 'Print' during this conversion stage. The claim will be printed once it's been converted to PDF file. This is shown below

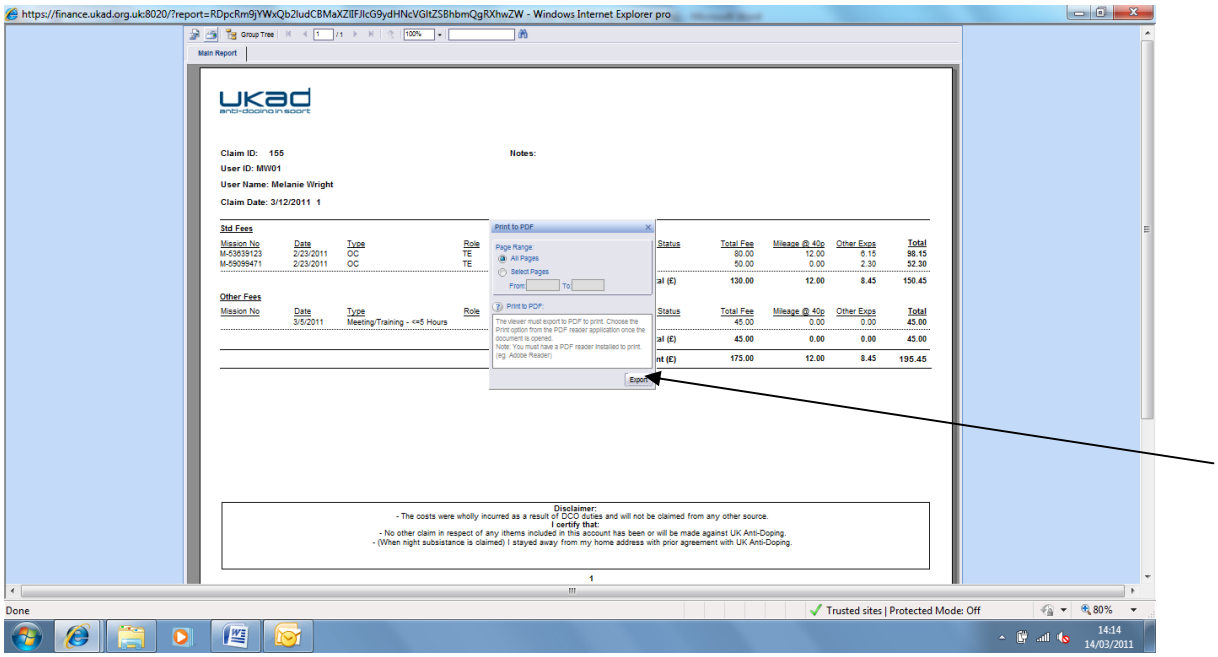
Clicking on **'Print'** will open up the view below;


Claim ID: 155
Notes:
User ID: MW01
User Name: Melanie Wright
Claim Date: 3/12/2011 1
Std Fees
Other Fees
Disclaimer:
- The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I certify that:
- No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
- (When night subsistance is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping.

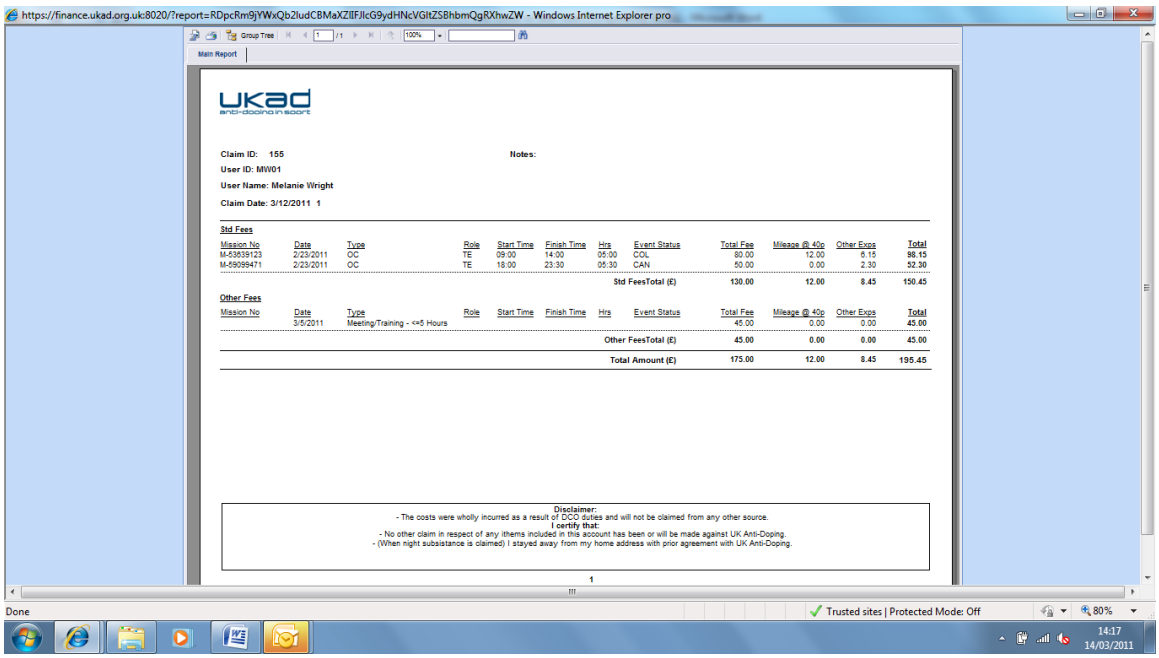
Click on '**Print**' button shown with arrow above

You will have the message below,

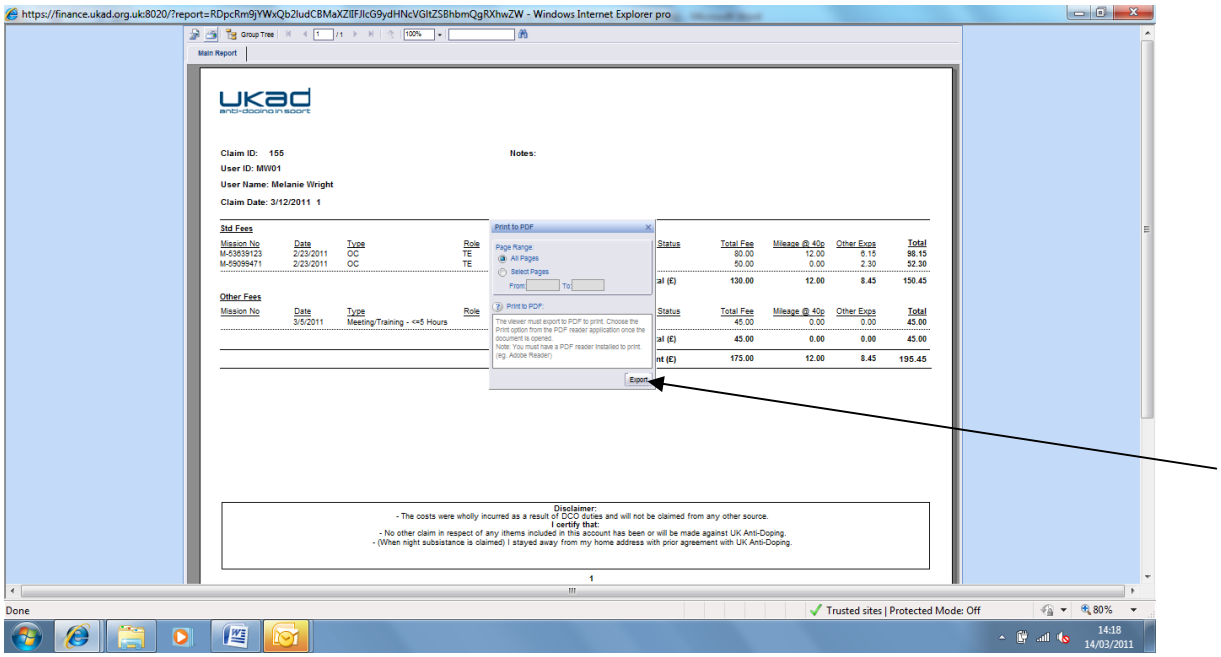
Click 'Export'


https://finance.ukad.org.uk:8020/?report=RDpcRm9jYWxQb2ludCBMaXZlIFJlcG9ydHNcVGltZSBhbmQgRXhwZW - Windows Internet Explorer pro
Main Report
Claim ID: 155
User ID: MW01
User Name: Melanie Wright
Claim Date: 3/12/2011 1
Notes:
Std Fees
Other Fees
Print to PDF
Export
Disclaimer:
- The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I certify that:
- No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
- (When night subsistance is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping.
Done
Trusted sites | Protected Mode: Off
80%
14:14
14/03/2011

That will open the screen shot below again

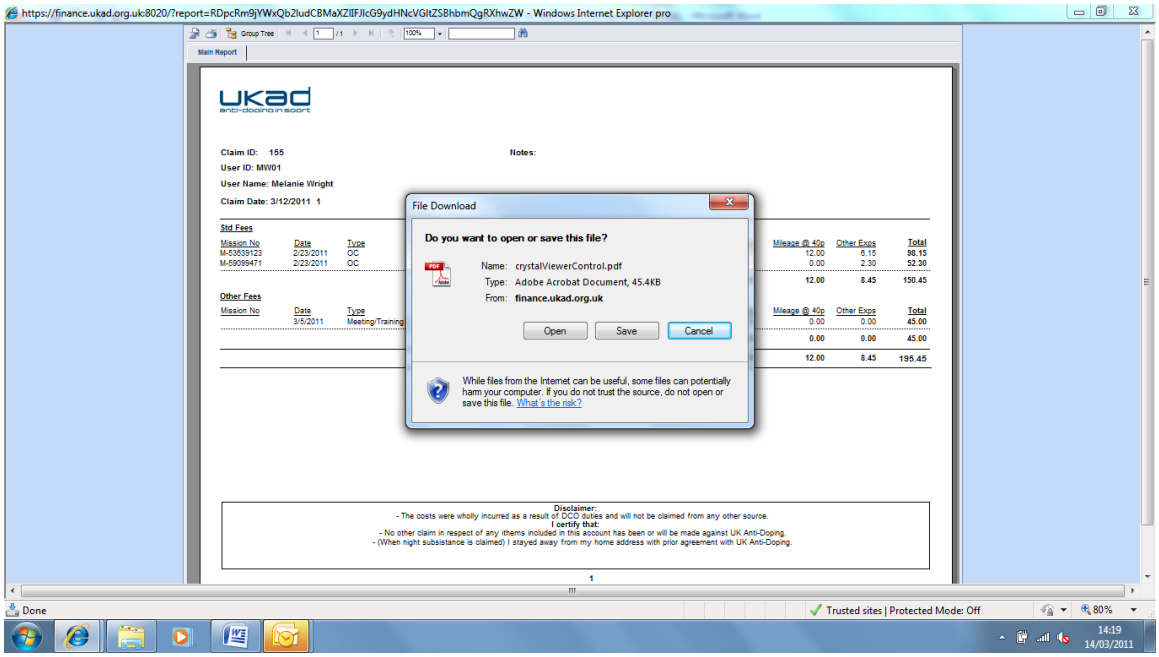

https://finance.ukad.org.uk:8020/?report=RDpcRm9jYWxQb2ludCBMaXZlIFJlcG9ydHNcVGltZSBhbmQgRXhwZW - Windows Internet Explorer pro
Main Report
Claim ID: 155
User ID: MW01
User Name: Melanie Wright
Claim Date: 3/12/2011 1
Notes:
Std Fees
Other Fees
Disclaimer:
- The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I certify that:
- No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
- (When night subsistance is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping.
Done
Trusted sites | Protected Mode: Off
80%
14:17
14/03/2011

Click again on 'Print' to go to the page below again

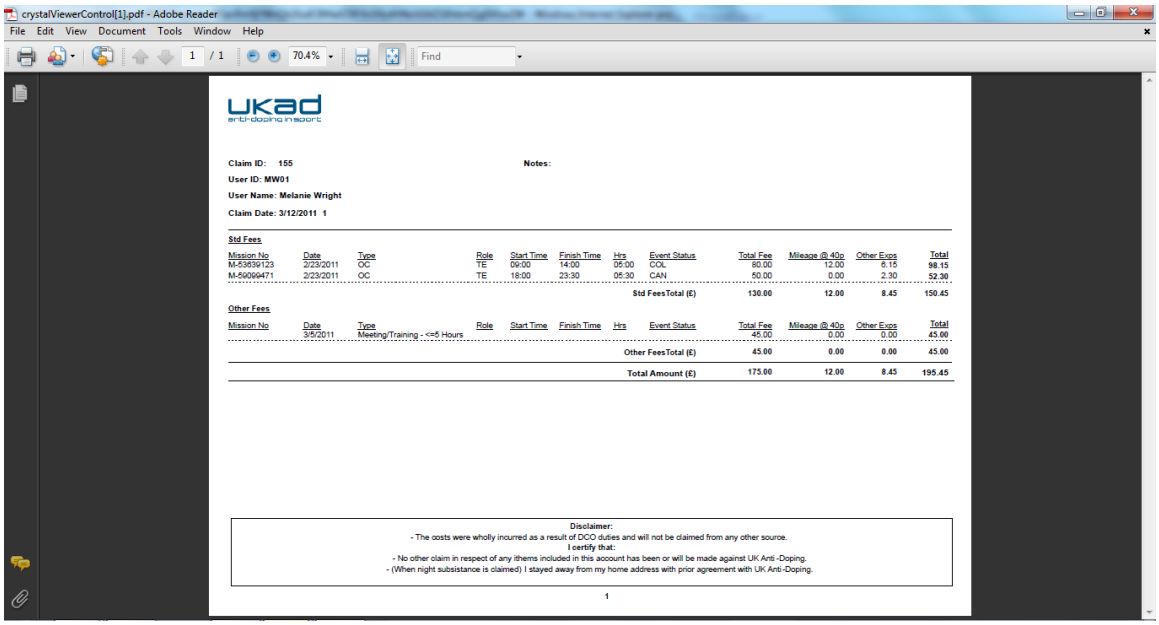

https://finance.ukad.org.uk:8020/?report=RDpcRm9jYWxQb2ludCBMaXZlIFJlcG9ydHNcVGltZSBhbmQgRXhwZW - Windows Internet Explorer pro
Main Report
Claim ID: 155
User ID: MW01
User Name: Melanie Wright
Claim Date: 3/12/2011 1
Notes:
Std Fees
Other Fees
Print to PDF
Export
Disclaimer:
- The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I certify that:
- No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
- (When night subsistance is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping.
Done
Trusted sites | Protected Mode: Off
80%
14:18
14/03/2011

Click on 'Export' again

You will then be taken to the shot below,


https://finance.ukad.org.uk:8020/?report=RDpcRm9jYWxQb2ludCBMaXZlIFJlcG9ydHNcVGltZSBhbmQgRXhwZW - Windows Internet Explorer pro
Main Report
Claim ID: 155
User ID: MW01
User Name: Melanie Wright
Claim Date: 3/12/2011 1
Notes:
File Download
Do you want to open or save this file?
Name: crystalViewerControl.pdf
Type: Adobe Acrobat Document, 45.4KB
From: finance.ukad.org.uk
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Disclaimer:
- The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I certify that:
- No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
- (When night subsistance is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping.
Done
Trusted sites | Protected Mode: Off
80%
14:19
14/03/2011

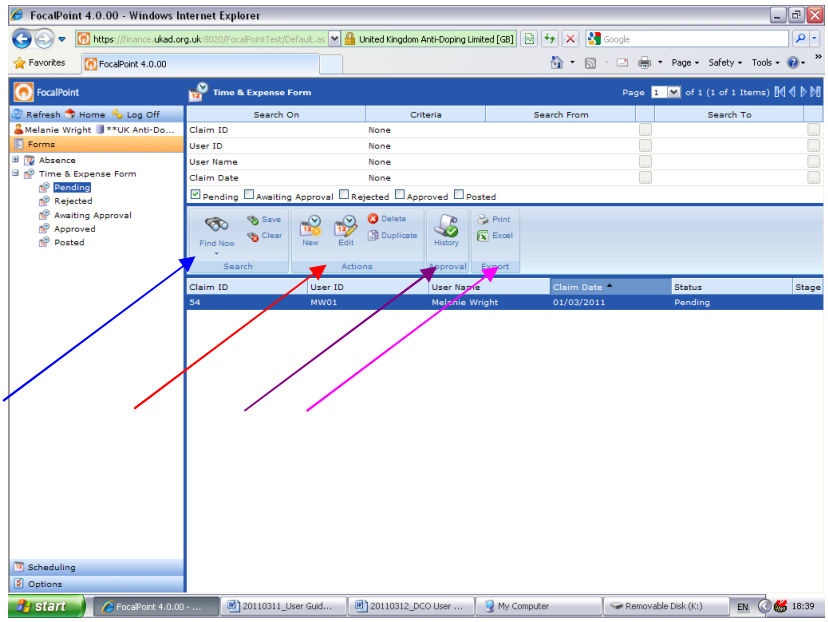
Click 'Open' to open in PDF format


crystalViewerControl[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
Claim ID: 155
User ID: MW01
User Name: Melanie Wright
Claim Date: 3/12/2011 1
Notes:
Std Fees
Other Fees
Disclaimer:
- The costs were wholly incurred as a result of DCO duties and will not be claimed from any other source.
I certify that:
- No other claim in respect of any items included in this account has been or will be made against UK Anti-Doping.
- (When night subsistance is claimed) I stayed away from my home address with prior agreement with UK Anti-Doping.

You may now click on the 'Print' button to actually print your claim sheet off.

7.0 Other functionalities on the 'Time & Expense Form'

This section is to explain some of the features on the main 'Time & Expense Form'



- Blue Arrow – **Search,** This performs the same function as looking for items in the various folders already described i.e. Pending, Rejected, Awaiting Approval etc.

  You can tick in the boxes of which of these folders contents to display whenever you log into this area, click on the '**Save'** button and your preference will be saved. Click '**Clear'** and '**Save'** to clear and save the preference.

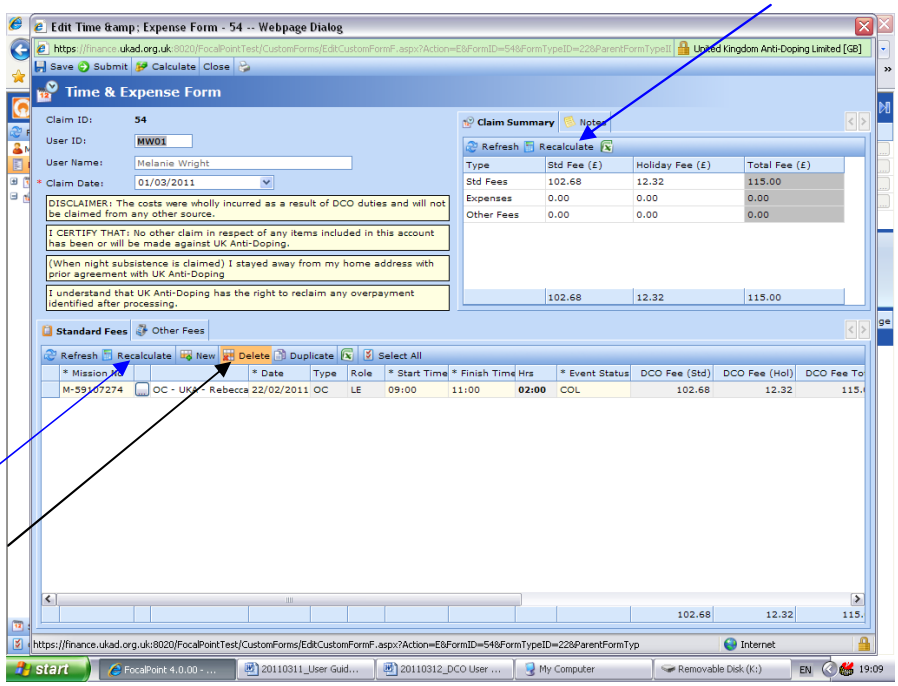
- Red Arrow – **Actions, 'New'** to make a new entry; **'Edit'** this opens up a selected (**blue highlight**) line to edit. You can perform this same action by double clicking on a line. '**Delete'** to delete a selected line; '**Duplicate'** to duplicate a line (you will rarely use this)

- Violet Arrow – **Approval;** select a claim line, click on history to see a detail approval history of the claim

- Pink Arrow – **Export,** Click **Print** to print (already discussed); **Excel**, export contents into excel spreadsheet.

7.1 Other functionalities on the Claim Sheet

Black Arrow - Delete' On the claim sheet itself you could click on a claim line and then click '**Delete',** to delete that line. The Mission number will not be lost as a result. You may select again to complete with the correct details.



Blue Arrow – **Recalculate Buttons**; currently not required. Clicking on these buttons **WILL NOT** recalculate any changes you make. Always use the '**Calculate'** button, located at the top left corner of the screen immediately after the 'Submit' button.

8.0 Claim History

The system will record all of the claims you ever make. If you wish to view or print off past claims you can view them under the "Posted" section